

Chet Neighbourhood Plan (Chet NP) Steering Group Meeting

Held on Thursday 9th September 2021, 7.00pm at the Loddon Library Annexe Rear Hall

Minutes

Present: Jane Hale (Chairman), Richard Ball, Colin Binfield, Daniel Cox, Pat Holtom, Oscar Servant, Jo Sinfield and Heather Tew.

In attendance: Georgina Hirst and John Henson (Poringland Parish Councillor)

Apologies: Colin Gould (Vice-chairman) and David Johnson.

1. **Welcome**

JH welcomed everyone to the meeting.

2. **Talk by John Henson, Chairman of Poringland Neighbourhood Plan**

John gave a very informative talk about the experience of Poringland in preparing their Neighbourhood Plan from start to finish. See separate notes with advice from John Henson.

Actions

- ***GH to enquire about NP training available from SNC.***
- ***GH to try to find SNC Conservation Guide written by David Edlestone.***
- ***GH to request copies of communication material from Poringland Parish Clerk***

3. **Apologies**

Listed above were received following the meeting. Steering Group resignations were noted from David Tarry and Sophie Waggett.

4. **Terms of Reference and Memorandum of Understanding**

This item was deferred to a future meeting.

5. **Declarations of Interests**

This item was deferred to a future meeting.

Actions

- ***GH to circulate the declaration of interest forms.***

6. **Minutes of the meeting held 4th August 2021**

The minutes were agreed as an accurate record. It was requested that a list of future meeting dates be supplied. It was confirmed that future Steering Group meetings will be held on the fourth Wednesday of each month.

Actions

- ***GH to circulate the calendar of meeting dates.***

7. Commissioning a consultant – interview arrangements

The consultants' interviews will be on Thursday 30th September 2021, during the daytime at Chedgrave Church Community Room. All three consultants who have submitted a proposal will be invited to an interview.

It was agreed that the consultants' interview should all be held face to face, i.e., not remote, and allow two hours for each interview, consisting of:

- 20 minutes for the consultant to give a presentation to cover an introduction to themselves and an NP case study of how they completed an NP, if possible, demonstrating joint working across more than one parish.
- 10 minutes for questions following up on the presentation given.
- 30 minutes for Interview questions with a core of standard questions that can be scored and further follow up questions that can be tailored to each consultant.
- Up to 30 minutes for coffee and informal discussion with Steering Group members.

All Steering Group members can attend the interviews if they are available and wish to. Steering Group members will sit as an audience to the consultant's presentation and there will be a few pre-selected people on the interview panel to ask questions and score the interviews. Steering Group members who confirmed they are available on 30/09/21 were JH, CB, PH, HT. Unfortunately, RB, DC, OS and JS are unlikely to be available for the interviews.

It was agreed that the Steering Group were happy for those members attending the interviews on the 30th to reach a consensus decision and report this back to the Steering Group and both Parish Councils.

Actions

- ***GH to check with other Steering Group members on their availability.***

8. Interview Presentation Task

It was confirmed that the interview presentation should be 20 minutes long and cover the Consultant introducing themselves / their organisation and then present a case study of a NP they have worked on, ideally from start to finish and also ideally, a joint Parish example.

9. Interview questions and scoring

Draft interview questions had been circulated prior to the meeting and were discussed. RB suggested that the interview panel should consider the level of the consultants' qualities, abilities and skills.

It was suggested to ask Ed Gillespie for any opinions or suggestions with regard to questions around the environment and sustainability.

Actions

- ***GH to contact EG re: interview questions***

10. Steering Group members' Skills Matrix

Following on from comments made by John Henson about the structure and processes used by the Poringland NP Steering Group and the variety of skills required for an NP, it was suggested that the Poringland group appeared to have been a strong and diligent cohort, working to reach consensus. It was identified that more LPC representatives are required to join the Steering Group.

The Skills Matrix item was deferred to a future meeting.

Actions

- ***GH to circulate the Skills Matrix forms.***

11. Funding

No update.

12. Any other business

None.

13. Date and time of next meeting

The next meeting date was agreed as: **Wednesday 22nd September 2021, 7.00pm**