

Wheatley Neighbourhood Plan (Wheatley NP/WNP)

Date Wednesday 27th January 2016

Venue/Time Wheatley Park School 6th Form Centre at 7.30pm

Present/apologies See separate sheet at the end

Item	Description	8
1	Minutes of meeting on 19 th January - agreed	
2	Matters arising	
	Register of Member's Interests distributed to all committee members to review, complete, sign and return to the Chair at the next meeting	All
	What is the consequence of inaccurate information on this declaration? Suggested declare everything so nothing is missed off. Toby Newman to check what exactly is the consequence of this.	TN
	Admin – need define the format / use agreed template for all docs, ie agenda, minutes, report of plan and define software package to be used: Word and Excel and .pdf. Toby Newman to also check with SODC what format the report should be sent.	TN
3	Wheatley NP Teams/Focus Groups, Division of Responsibilities and Recruiting	
	Names of Focus groups agreed as follows: Admin & Plan Development Communications & PR Housing Development & Land Use Infrastructure Community & Business David Harverson's draft of the structure of the focus groups was reviewed – some good points in this document. Members of each focus group to decide the leader of their particular group and agree the responsibilities and structure of their groups. Each focus group to meet separately between now and the next WNP Committee meeting. Group to decide when and where, Leader of the group to ask for a volunteer to take the minutes (standard template to be used) and the minutes to be sent to the Chair – ideally within 2/3 working days . There will be a cross over of people being members one, two or more groups due to the nature of some focus groups being closely linked. Review of who on list of volunteers are interested in each focus group – their help will be required in due course. [Focus group leaders may need to meet with Chair/Vice Chair in between WNP Committee meeting should they need to as plan progresses]	

CHECK
WITH
CHAIR

4 **Terms of Reference**

Draft terms of reference circulated. Cyril Newton presented to the Committee.

Following discussion from the members all agreed that Cyril Newton, Paul Willmott with Rebecca Beadman will produce a 2nd draft for the next meeting

CN,PW
& RB

Question arose of who "owns" the plan and the process of submitting the report – the Community own the plan, the WNP pull together their views into the report, which goes to referendum to get the Communities agreement to then be put forward via the WPC to the SODC.

5 **AOB**

Roadmap

Four members volunteered to draft: Andrew Johnson, Cyril Newton, Doug Lamont and Tim AJ,DL,CN, Davies. Rebecca Beadman to review draft. The draft presented at next meeting.

TD & RB

Budget/expenses

The money comes from the WPC for the WNP to use. Members to agree who "does the books" for the WNP.

Printing

WPC has a printer/copier available in the parish office for Committee members to use.

Mass printing of any PR material will be sourced by the Communication/PR focus group – PR group to think about what/how the WNP communicates to the Community, ie flyers etc

Com/PR
group
TD

Street map of Wheatley

The few copies available are 11 years old so very out of date. Wheatley Parish Council (WPC) have a list of all streets in Wheatley with the exception of College Close and of course Holton village. Tim Davies to send on to the Chair.

Chair to email all volunteers

Chair will email all volunteers to update them on progress so far and confirm keen to have active support from them in due course. Notify them of agreed focus groups.

Toby Newman and Audrey Parsons to send on their excel versions of list of volunteers to the Chair.

AP & TN

Wheatley newsletter

Too late for any notification in next newsletter. Deadline dates to be circulate to Chair and PR group.

TN

Next meeting

The next Wheatley NP Committee meeting will be Tuesday 16th February at 7.30pm at Wheatley Park School 6th Form Centre - Common Room.

Lucy to
book

Agenda:

Terms of Reference – 2nd draft

Road map – 1st draft

Volunteer minute take for this meeting

Attendees/Committee members

Rebecca Beadman	David Mancey
Mark Davies	Rachel Newman
Tim Davies	Toby Newman
John Fox	Cyril Newton
Roger Farrow	Audrey Parsons
Roy Gordon	Lucy Thomas
David Harverson	Michael Vaughnton
Andrew Johnson	Paul Willmott
Doug Lamont	

Apologies

Ellie Freeman
Kevin Heritage
Charlotte Colver

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