

Burneside Neighbourhood Plan

Steering Group Meeting

22 August 2017

Present:

Cllr Chris Granger
Claire Ellwood
Emma Butterworth
Sue Cook (Acting Chair)
Cllr Tony Hill
Cllr Jenny Harrison
Patrick Willink
Alan Thompson – Community Monitor

Apologies:

Mark Cropper
John McCurdie

Sue Cook took the Chair and Cllr Tony Hill was acting in a supporting role to provide information on the NP Process. **This is a temporary structure.**

Aim

The Aim of the meeting was to create a plan for the full Neighbourhood Planning Team meeting on 16th September.

1. Content

- a. The agenda will be Introduction and Code of Conduct by the Chairs, followed by a shortish presentation on the purpose and structure of a neighbourhood plan, followed by 30 minutes of questions and discussion. Chris's draft presentation was well received and will require only slight editing.
- b. This meeting will be followed by a "policy surgery" to be held on 25th Sept
- c. The NPT meeting will start at 12 noon on 16th Sept in the Cricket Club.

- d. The desired outcome from the meeting will be an agreement to hold public “Policy Surgeries” on 25th September
2. Seating and Layout
 - a. Seating will be “theatre style” in the cricket club, facing a big projection screen.
 - b. The Steering group will be together at the front left of the seating
 - c. Displays of previous consultations will be placed in the booths along the wall
 - d. Presentation packs will be left on each seat
3. Roles
 - a. Sue Cook and Claire Ellwood agreed to be joint chair of the NPT meeting
 - b. Chris Granger will give the presentation
 - c. John McCurdie will take minutes at the meeting
 - d. Alan Thompson will welcome at the door and ask people to sign in
 - e. Derrick Wade and Nigel Byrom will be asked to be Parish Council monitors

Action: Jenny to approach Derrick Wade
4. Equipment Requirements
 - a. Projector and large screen – Alan Thompson
 - b. Post-it note “consultation displays” - Emma Butterworth
 - c. Laptop and cables – Chris Granger
 - d. Presentation packs – Patrick Willink
 - e. Signing – in form – Alan Thompson
5. Invitations
 - a. The NPT will be sent email invitations, Chris will write the words, John will be asked to send out the email invitations
 - b. It was agreed that people who were not part of the NPT, who wanted to make a constructive contribution, would be able to attend.
6. What happens next?
 - a. Full Steering group meet to review feedback from the NPT meeting 19th Sept
 - b. Policy Surgery to be held on 25th September (Community Monitor required)
 - c. Refinement of policies – timescale and resourcing to be resolved
 - d. Impact of environmental assessments fed into plan
 - e. Preparation of draft Plan
 - f. Consultation with NPT on draft plan.

End.