

Buxton with Lamas Neighbourhood PLAN

• Badersfield • Buxton • Lammas • Little Hautbois

Minutes of the Buxton with Lamas Neighbourhood Plan Steering Committee held in Buxton Village Hall on Tuesday 5th December 2017 at 7.30pm

PRESENT

Councillors:

Mr Shaw
Mrs Nichols Mr S Riley Mrs Kammoun

Parishioners

Rev Hagen-Palmer Mrs Roth Mr Curtis
Mr Pearce Mr Coleman Mrs Charmley

Apologies for Absence:

Rev Goodman Mrs Rix Mrs Marcer Mrs Dimsey

1) Welcome

The Chairman of the PC chaired the meeting and welcomed everyone.

2) Skills Audit

Each person in attendance had completed the skills audit sheet created by Mr Curtis. Please see the table below detailing each person's areas of interest and skills base.

Name and village: Buxton with Lamas		
Project Management & Team Building Skills		
	I have experience	I would like to do this
Chairing / leadership	Tim Kandi Tony Thea David Ron Steve	
Treasury (ie Accountancy / Book-keeping)	Kandi Tony David (some)	Tony

	Val Rosemary (Some) Steve	
Secretarial (letters, note-taking and agenda writing/setting)	Tim Kandi David Rosemary Steve	
Project Management	Kandi Tony David Rosemary Steve	Tony David
Governance experience (to ensure we stick to the rules / due process and that we can justify all we do)	Madeleine David Steve	Tony? David
Administrative skills (e.g. documentation of meetings, maintaining records/documents (electronically))	Kandi David Rosemary Steve	
Recruiting and enthusing volunteers	Kandi Thea David (Some) Rosemary Steve	Vereen (Feedback to WI Members) Madeleine (Would like to be involved) Kandi Thea

Physical admin – ie stuffing envelopes, delivering materials etc	Tim Kandi Thea Steve David Adrian Rosemary Ron	Vereen (Possible) Madeleine (Would like to be involved) Thea Adrian Ron
Fundraising / grant sourcing and bids	Tim Kandi Tony David (Some) Rosemary Steve	Tony?
Community Engagement		
	I have experience	I would like to do this
Development of communication strategies and plans	Madeleine (Some experience) Tim David (Some) Steve	
Design and use of online survey and discussion tools	Tim David (Some) Steve (Some)	David
Social media skills (utilising Facebook or other desired channels to best effect)	Tim Kandi David (Some)	Kandi David

	Steve (Some)	
Media skills	Tim David (Some) Steve	
Knowledge of accessibility issues (ie communicating to people with dementia/ learning difficulties / English as 2 nd language / poor literacy / eyesight or hearing difficulties etc)	Madeleine Tim Thea Steve (Some)	Thea Adrian (But no experience)
Website design and management	Tim David (Some) Adrian Steve (Some)	Adrian (Some)
Graphic Design	Tim Adrian Steve (Some)	Adrian
Copy writing for The Round, newspapers, fliers, posters	Tim David (Some) Steve	
Organising / running public meetings	David Adrian (Some) Steve	David
Creating visual displays/exhibitions etc	Kandi David (Some) Steve	
Face to face engagement	Madeleine	Vereen (Possible)

	Kandi Thea David Steve	Thea
Developing Content		
	I have experience	I would like to do this
Town planning skills (e.g. writing planning policies)	David (Some) Steve	Tony
Statistics and data analysis skills, to analyse the evidence base	Tony David Steve	Tony David
Photography (to make the Plan accessible, attractive and engaging)	Tim Steve (Some)	
Document writing	Tim Tony Thea David Steve	Tony Thea
Proofreading / document review	Tim Kandi Tony Thea David Val Rosemary	Kandi Tony Thea Val Ron

	Ron Steve		
Specialist interests in			
Recreation / leisure	Kandi Tony Val Adrian Steve	Community cohesion	Vereen Kandi Thea Steve
Diversity	Madeleine Tim Kandi Thea Steve	Environmental issues	Vereen Tim Kandi Thea Val David Adrian Rosemary Ron Steve
Heritage / listed buildings	Vereen Tim David Tony Thea Rosemary Ron Steve	Transport	Vereen Tony Thea Val Rosemary Ron

Connectivity (internet)	David	Planning	Tony Ron
Family / education / health / social issues	Madeleine Kandi Thea David Ron Steve	Economy / business requirements	Kandi Tony Val Steve
Housing	Vereen Madeleine Thea Val Ron Steve	Young people	Vereen Kandi Val Ron
Older people	Vereen Madeleine Val Rosemary Ron	Families	Vereen

What have we missed?

Please add anything else you can contribute to the working group not mentioned above either in terms of experience, knowledge or skills:

I feel I can do most by feeding back to people I know e.g. WI, Scout Group, and bringing their thoughts to the table.

Adrian is particularly interested in allotment provision.

3) Draft terms of reference

Clerk issued all members with a draft Terms of Reference based on the model document in the Neighbourhood Planning Guidance. There was a discussion around how the membership should be made up, in particular around how many Parish Councillors can sit on the Steering Group. There was a suggestion that it should be no more than 1/3rd of the maximum of 12 Steering Group members. This raised the issue of people wearing two hats within the community and being able to sit on the Steering Committee as a representative of another organisation rather than for the PC.

It was agreed that the Interim Steering group has to be based on who is around the table at the moment and to include Madeleine and Vereen in their absence, and that this could be reviewed as time goes on and interest from the community grows.

There was a suggested change to the wording in the Terms of Reference, as follows:

“Membership:

The Steering Group will include up to 12 members, including representatives of the Parish Council and any interested members of the community, from each of the settlement areas including, Lamas, Badersfield, Buxton and Little Hautbois, as approved by the Parish Council.”

4) Communication Strategy

Clerk circulated a draft communication strategy for reference.

There was a suggestion that the group should start a social media page to try and engage more people in the process. Kandi was keen to lead on this and create a Neighbourhood Plan Facebook page. The school FB page was also pointed out as a good way to communicate with residents.

Tim agreed to draft a Communication Strategy for the group. There is an aspiration to have this strategy in place for the 1st March 2018.

The group decided to appoint an interim Chair, Vice-Chair, Secretary and Treasurer. This can be reviewed when necessary.

Chairman – Tim Curtis was proposed by Kandi and seconded by Thea. All agreed

Vice-Chair – Rev Hagan-Palmer was proposed by Thea and seconded by Val. All agreed.

Treasurer – Rosemary was proposed by Kandi and seconded by Rev Hagan-Palmer. All agreed.

Secretary – Clerk agreed to carry on as acting secretary for the time being. All agreed.

5) Topics for next meeting

Communication – What are the group communicating on?

Consultancy – Clerk to ask Richard Squires to attend the next meeting to give his guidance on the use of consultants.

Clerk to circulate to all the photos of the gant chart/time line that was created at the first meeting with Richard Squires.

Clerk to find out when the next Broadland District Council Neighbourhood Plan meeting will be taking place.

Next meeting to take place on 16th January at Buxton Village Hall at 7:30pm.