

## WHISSENDINE NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of the Steering Group Meeting held on **Tuesday 26 January 2021**  
**7.00pm, virtually via Zoom**

**Present.** **Mrs Rosemary Powell (Chair)**  
**Mr Will Farr, Mrs Cynthia Moss, Mr Paul Greenlay, Mr Geoff Clyde, Mr Ed Richardson, Ms, Nicki McCluskey, Mr Tony Law, Mr Conor Nicholl, Mr Richard Drabble, and Mr Kevin Thomas.**

In attendance Dr S Lammin (Parish Clerk)  
Also in attendance. Mr Wyn Edwards and Mr Mike Harman.

Meeting opened 19.00 hrs

1. To take any questions or comments from the public: None
2. Apologies for absence: None
3. Confirmation of membership of the Steering Group:  
The following volunteered to serve and were welcomed to form the group:  
Mrs Rosemary Powell, Mr Will Farr, Mrs Cynthia Moss, Mr Paul Greenlay, Mr Geoff Clyde, Mr Ed Richardson, Ms, Nicki McCluskey, Mr Tony Law, Mr Conor Nicholl, Mr Richard Drabble\*, and Mr Kevin Thomas. [Note: Mr Drabble tendered his resignation 29/1/2021].
4. Declaration of any pecuniary interest in any matter on the agenda: None
5. Election of Chair of Steering Group: Mrs Powell was duly elected Chair of the group, having been proposed by Mr Richardson, seconded by Mr Law. It was AGREED that the position of Chair should be reconsidered in July 2021.
6. Election of Vice-Chairman of Steering Group: Mr Thomas was duly elected Vice-Chair of the Group, having been proposed by Mrs Powell and seconded by Mrs Moss.
7. Consideration of the Terms of Reference of the Steering Group:  
It was AGREED that the Parish Council should be asked to agree to some amendment to the ToR:  
Paragraph 3.0 regarding composition and membership of the Steering Group should not be so severely limited in size, the Steering Group should accommodate up to 13 members at any one time.  
Paragraph 3.2 the maximum size of the group should be deleted.  
Paragraph 5.2 should be amended to read: ...'either the Chair or Vice-Chair should ideally remain in that position following their election until completion of the project'  
Paragraph 5.3 as it relates to quorate meetings shall be amended to reflect the preferred size of the group. [Quorum shall be no less than 3 members or 1/3 of the group which ever is the greater.]
8. Consideration of support available to the Group from RCC, under the SLA: It was noted the terms were standard.
9. Consideration of obligations of the Parish Council and the Steering Committee under the SLA: It was noted the terms were standard.

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10. Consideration of the geographical boundary of the Neighbourhood Plan agreed with planning authority: It was noted this followed the Parish boundary and included open countryside outwith the built-up area of the village.
11. To agree what 'success' would look like:  
It was AGREED that the overarching objective was: To develop a long-term plan that the majority within the village support; by objectively identifying aspirations and wishes of the village as to how Whissendine should evolve, and to accurately reflect this in the plan.  
  
It was AGREED that the manner of delivering the main objective should include aspirations:
  - To achieve genuine consultation; [listen-hear-do]
  - To build on existing neighbourhood plans- use good examples to inform the template
  - Delegate widely- use the skills within the village, clearly define each task/piece of work
  - Whissendine NP becomes a best practice model.
  - The Whissendine NP should influence RCC in the right direction [noting that the NP has to follow both National and RCC planning policy.]
  - To make the process an enjoyable experience and a worthwhile achievement.
12. Consideration of the draft project plan: There was debate about to target date. It was AGREED that the initial target for producing a Plan to provide to RCC would be June 2023, but that the date would be subject to review as the project progresses. It was further AGREED that Ms. McCluskey would amend the timeline to reflect the preferred duration of the project, make provision for a parallel review process by identifying relevant milestones, and create a second-level plan to include dates for gate-reviews at each stage.
13. Consideration of budget required in 2021 and sources of funding: A new tranche of grant-funding is expected to be advertised from Locality, to cover the financial year 2021/22. The Parish Council has allocated £2k in their 2021/22 budget and, on resolution, can release up to £2k more. They can make further provision in December 2021 for the financial-year 2022/23. It was AGREED that grant-funding from Locality should be pursued when it becomes available and the group can identify their needs for this year.
14. To discuss communication and engagement: Mr Richardson volunteered to lead on the creation of questionnaires, and his offer was gladly accepted. The Chair offered to send examples of survey instruments that had been used for neighbourhood planning purposes to Mr Richardson, for reference. The use of the village website, the Grapevine and a Face Book group were suggested. It was suggested that before any survey be attempted there should be some engagement to clarify 'what a neighbourhood plan is'. It was AGREED that consultation and engagement should be considered at the next meeting. It was also AGREED that Mr Drabble would draft a short informative article for the March edition of the Grapevine. It was further AGREED that Ms. McCluskey would start the development of a Communications Plan.
15. To agree communications methods within the group: All members of the Steering Group consented to their email addresses and a contact telephone number being circulated within the group.  
The Chair commented that whissendine.net could be used for publication of minutes, finished documents, etc. The operator of the website had created a structure which may suit; the Chair offered to circulate details to the group.  
Given the volume of evidence and draft documents to be shared within the group Mr Thomas volunteered to set up a Drop-Box and Mr Drabble's draft article would act as a test-run for document exchange.

16. Agreement of next steps and suggestions for next agenda, At the next meeting:
- The project-plan will be developed, concentrating on the first two stages, mile-stones, etc.
  - Ms McCluskey will bring forward a draft Communications Plan template for populating with detail of key-stakeholders, communications/consultation methods, etc.
  - Mr Richardson will feedback his proposals for constructing an initial survey instrument.
  - The Group will consider what expenses may arise during the year, 2021/22.
  - The Group will review the effectiveness of the Drop-Box system for exchanging documents, and whissendine.net as a communications method.
17. It was AGREED the next meeting will be **Wednesday 24 February 2021 at 7pm.**