

# JOINT PARISH COUNCIL MONITORING COMMITTEE

MEETING MONDAY 23rd March AT 7.30PM

WADS COMMUNITY CENTRE

## Minutes

**Present:** SHW Councillors Russell, Fitzgerald, Page and Parkin  
Wootton Councillors Bristow, Carter, Fysh, Langley and Shaw  
Clerks – Wootton

**Apologies for absence: None.**

### **1. Conflict of Interest**

Agreed. It is important for Members of the Steering Committee to declare a conflict of interest as complete transparency ensures the integrity of the Neighbourhood Planning process. There are two types of conflict of interest, a general conflict and a specific conflict. The proposed development at Dalton Barracks is likely to have a significant impact on all of the residents of the two parishes in terms of infrastructure and possibly house prices. It is reasonable to assume that this is a general interest that does not need to be declared. A specific conflict of interest arises when a Member has a personal, family or business interest that relates directly to an aspect of the Neighbourhood Plan that is under discussion.

### **2. Agreed. Suggested amendment to the Terms of Reference**

- Item 2 on the agenda of each meeting of the Steering Committee will be “Declaration of Conflicts of Interest”.
- A significant conflict of interest that is likely to re-occur, such as a commercial interest in a site that may be developed or owning a property bordering a development site, must be declared and minuted at the beginning of the process of preparing the Neighbourhood Plan.
- Where an item is on the agenda that is likely to relate to a specific conflict of interest the Member must declare it under Item 2. If an item is not on the agenda but arises for discussion during the meeting, the Member should declare an interest at the beginning of the discussion.
- A Member who has declared a specific conflict of interest should withdraw from the part of the meeting at which this item is discussed.
- A Member who has the conflict of interest must not vote on any such matter and is not to be counted when considering whether a quorum of Members is present at the meeting.
- Any declaration under Item 2 or subsequently in the meeting must be recorded in the minutes.

### **3. Agreed. The attendance of non-members at Steering Committee meetings**

The JMC and Steering Committee decided that Steering Committee meetings are public meetings.. The procedure used by parish councils to have a slot at the beginning of a meeting at which members of the public. There will be occasions when the Steering Committee wants to receive information

from non-members such as consultants, local authority liaison officers, MOD representatives or volunteers working on particular aspects of the Plan; when this occurs, wherever possible, the agreement of Members of the Steering Committee should be consulted in writing in advance and if no objections are made an invitation to attend can be made. Exceptionally, the Chairman and Vice Chairman can issue an invitation for a non-member to attend if it is considered that this would be in the interests of the process – e.g. a senior officer from the District Council offers to attend at a late stage.

Agreed. Substitutes may only attend meetings if specifically invited to do so and, wherever possible, Members should be consulted in writing in advance. The Parish Councils may substitute another member of the Joint Monitoring Committee for their Steering Committee member at any meeting if their member is unavailable or the items under discussion or within the area of involvement of another Parish Councillor. The Clerk of St Helen Without Parish Council should also be entitled to attend any meeting. Other substitutions will only be permissible exceptionally and must be agreed in advance.

#### **4. Agreed. Suggested amendment to the Terms of Reference**

- Non Members of the Steering Committee may only attend a meeting by specific invitation and should only speak when invited to do so by the Chairman.
- Wherever possible Steering Committee members should be consulted in writing in advance when invitations are being made to non-members. If there are no objections made within a reasonable time (48 hours) then the invitation can be made. If there are objections Members should again be consulted and the invitation should only be made if at least 9 Members give their written agreement.
- The Chairman and Vice Chairman can decide to issue an invitation if they consider that the invitation is important to the process and there is insufficient time for consultation.
- The two Parish Councils are entitled to substitute another member of the Joint Monitoring Committee for their regular member.
- The Clerk of St Helen Without Parish Council is entitled to attend meetings.
- Individual members of the Steering Committee should not normally send substitutes. There may, however, be occasions where this is appropriate (e.g. when they cannot attend and an issue is on the agenda where they are sharing expertise with a volunteer). In this event Steering Committee members should be consulted in writing in advance. If there are no objections made within a reasonable time (72 hours) then the substitution can be made. If there are objections Members should again be consulted and the invitation should only be made if at least 9 Members give their written agreement.

#### **5. Agreed. Consultants**

Agreed. Consultants can be engaged against an à la carte menu as little or as much as the Steering Committee requires subject to the approval of the JMC. To ensure value for money bids will be taken from other consultants for comparison of cost and effectiveness. Individual consultants may also be employed with the approval of the JMC to address specific technical areas where this is requested by the Steering Committee.

#### **6. Any Other Business**

None.