
WOOTTON AND ST HELEN WITHOUT JOINT NEIGHBOURHOOD PLAN - JOINT MONITORING COMMITTEE

MEETING MINUTES 09TH MAY 2017

Call to order

A meeting of the Neighbourhood Plan Joint Monitoring Committee was held at Wootton and Dry Sandford Community Centre on 9th May 2017.

Attendees

Attendees:

Ian Bristow (IRB), Ted Carter, Val Shaw, Madeleine Russell, Vicki Talbot, Michael Page, Caroline Parkin.

Apologies

Absentees:

Eileen Langley

Mark Fysh

Items discussed

- 1) Discussion on future operations of the JMC.
 - a. It was discussed and agreed that the JMC do not need to meet regularly but instead nominated Parish Councillors from both Parishes will act as the designated contact between the SG and Parishes.
 - b. It was agreed that two Parish Councillors from each Parish Council will take three month stints as designated contacts. Caroline Parkin and Vicky Talbot from SHO will act as the SHO designated contacts for the initial 3-month period. The WPC contacts are to be confirmed. It is envisaged that the SG Chair/Deputy Chair will make requests to the designated contacts and they will have the authority to action requests, seek approval from their Parish Council, and request their respective Clerks to action requests.
 - c. Requests for finance support made to the designated contacts will be discussed by them, and the PCs if required, and then actioned. It was agreed that the designated contacts will be able to approve spend up to £200 (£100

per PC). It was agreed that up to £1000 could be spent in total, between the two Parishes, in this way, at the discretion of the designated Councillors, and then a report prepared to the two Parish Councils. Any amount over £200 in total will need approval from the JMC and/or the full PC's.

- d. It was agreed that the JMC will meet as and when required but at least once every three months from this date during the NP process for 6 months and then reviewed again.

2) NP SG Terms of Reference

- a. The Terms of Reference for the NP were agreed at the meeting with a note that a paragraph from the VWHDC on DIO contact will need to be inserted. The paragraph to be inserted from the VWHDC on contact with the DIO relates to a request by Will Sparling that all contact with DIO should come via the VWHDC. The feeling was that this wasn't ideal but also we've not seen the paragraph so await the text to see what it says. It was agreed that IRB will contact Will Sparling and ask the question as why they need this.
- b. IRB Agreed to send the ToR document to Carole on the SG and revise once and resend once we have the paragraph from the VWHDC.

3) Composition of Steering Group

- a. It was agreed that the Steering Group should be kept as is but those people with conflicts of interest should fully disclose these and a record of those interests be kept by the SG.

4) Help for the Steering Group

- a. It was agreed that someone needs to be found to take and generate minutes for the SG. It was agreed that IRB should ask Carole to contact the Clerk Geoff originally suggested to see if they were still interested.
- b. It was agreed that the two Parishes should utilise their Clerks to action requests for help from the SG but that these requests have to come via the Parish designated contacts.
- c. The SG have made a number of requests for items to be bought so the SG can go about their business. It was agreed that a laptop should be bought and that all costs should be split 50:50 between the Parishes. IRB will action this.
- d. It was agreed that the Parishes should support the SG with funding and people for a NP stall at WADSTOCK. In particular, display boards and pop-ups. It was agreed that IRB will contact someone in the village who may be able to help design them.
- e. The SG have also requested a Project management software tool, and funding to obtain landowners details from DC. IRB will follow up on the project management tool. The designated contacts will follow up request for landowner details when more information is provided.

- f. The SG also requested some cloud storage for files. It was agreed that IRB will look into providing a solution.

5) Provision of consultancy services

- a. It was agreed that if consultants should be required then competitive tenders should be sought for the provision of consultancy services.
- b. It was agreed that funding would need to be sought by the two Parishes once the designated area is complete. The designated area should be approved within the next 4-6 weeks.

- 6) Meeting on the 17th May at Shippon Hall. We agreed that those who could attend should attend.

AoB

None.

Action items	Owner(s)	Deadline	Status
ToR to SG	IRB	10 th May	Completed
First Designated contacts to be provided to SG Chair	IRB	17 th May	In Progress
Buy Laptop	IRB	30 th May	In Progress
Order Project Management Software	IRB	30 th May	In Progress
Organise Cloud Storage for SG	IRB	30 th May	In progress
Let SG Chair know about tenders for consultancy work	IRB	10 th May	Completed
Ask SG Chair to get in contact with School Clerk	IRB	10 th May	Completed
Marketing for WADSSTOCK – volunteer asked for help	IRB	10 th May	Completed
Ask PC's to decide on whether a new bank account should be setup for NP costs and to receive grants.	IRB/MR	30 th May	In Progress