**NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY**

**HELD IN THE COUNCIL CHAMBER ON THURSDAY 23RD NOVEMBER 2017 AT 6.00PM**

**Present:**

Cllr Mrs Jan Blair (Chair, retiring)

Cllr Ulli Arnold

Cllr Martyn Evans

Cllr Eoghan Kelly

Cllr Steven Leigh

The meeting was chaired by Cllr Mrs Blair.

**1. Apologies for absence**:

None received.

**2. Minutes of Previous Meeting**

The minutes of the previous meeting were not discussed.

**3. Update**

It was noted that at the Council Meeting on 13th November the above Councillors were confirmed as representing the Council on the Neighbourhood Development Plan Steering Committee, and that Cllr Eoghan Kelly was elected as Chairman.

**3. Follow-up Session for Volunteers**

The proposed format for this was discussed. It was felt that more time should be allowed for questions and answers. It was agreed that prospective volunteers should have an opportunity to add to/adjust the details on their follow-up forms, before handing them back at the end of the session.

**4. Selecting Members for the Steering Group**

It was agreed that this should be done with a view to the following principles:

 \* A range of relevant skills and experience should be represented, e.g. committee work, environment (landscape, built), planning, education, leisure, transport, health and well- being.

 \* There should be a spread of age and gender.

 \* No organisation has a right to be represented by more than one member.

 After the session on 30th November, each of the above councillors will be given copies of the updated follow-up forms of those interested in serving on the Steering Committee, and will individually short-list their preferred candidates. The group will re-convene on Thursday 7th December to collate and compare their choices. Guided by the level of consensus in these and the above principles, members for the Steering Committee will be chosen.

**5. Actions**

Arrange for copies of follow-up forms to be made and distributed. (Cllr Martyn Evans)

 Contact Martin Parkes re: flexibility of timings. (Cllr Jan Blair)

 Contact those selected for the Steering Committee (Friday 8th), with a view to holding a first meeting of the full Steering Committee (provisionally Thursday 14th at 6.30pm).

**6. AOB**

 None raised.

**7. Date of Next Meeting**

 TBC.