

Sandy Neighbourhood Plan Steering Group
Thursday 19 November 2020 at 7.30pm via Zoom

Meeting Minutes

Present: Nigel Aldis, Anne Elliott-Flockhart, Amanda Gibson, Joanna Hewitt & Ruth Lock.

Apologies: There were none.

1. Election of Chair and Vice-Chair

It was proposed and seconded that Amanda Gibson be Chair, she agreed on the condition that she would be the interim chair until the group expands.

It was proposed and seconded that Joanna Hewitt be Vice Chair, which she agreed.

2. Agree method of convening and recording meeting minutes and decisions

It was asked if the group wanted to recruit and pay someone to do the minutes, but Anne volunteered to do this. It was agreed that if the task became too onerous the group would investigate other options, such as paying someone or taking it in turns to take the minutes.

It was agreed to give three days notice of meetings.

Verbal reports can be given at meetings but anything that requires a decision should have a written report.

3. Agree schedule of meetings

Meetings will be held monthly on the third Thursday of the month. This might need to change once the group has more members.

Meetings will be held on Zoom for the foreseeable future.

4. Review and agree Terms of Reference

The terms of reference were reviewed and agreed. The document needs to have a title, date and needs to be formatted. **Action:** Anne.

5. Expanding membership

The terms of reference states that there will be 10 members on the steering group. It was felt that not all members needed to be on the steering group. But the more people the group had the easier it would be to share the workload.

The group would like representatives from local businesses, community groups, local churches. A neighbouring town also had representatives from BRCC, Highways, CBC and Network Rail. It would be good to have someone from the RSPB on the group.

There was some discussion about getting representatives from schools, particularly the secondary school. The group wondered if a student would be able to join the group or if they would need to be old enough to be on the electoral roll.

The following actions were agreed in the first instance:

Amanda

- to talk to the two people she knows who have shown an interest in the group, one is an urban planner, the other is an engineer.
- to talk to a member of Probus & Sandy Rotary to see if we can do a guest spot at one of their virtual meetings, to talk about the group and garner interest.

Ruth

- to ask if anyone on the Church PCC is interested in joining the group.

Anne

- to contact the person she knows who works for Natural England to see if they are interested in being in the group.
- to find a list of businesses in Sandy so the group can write to them.

6. Press release review

The group discussed whether the press release should come from the Town Council or the group. The group also discussed creating a neighbourhood plan email. In terms of the press release it was decided to use the council admin email for the time being until an NP email could be set up. **Action:** Anne to talk to the Clerk about this.

After discussion it was agreed that **Joanna** would send her suggested amendments to Amanda and Anne so that it could be sent in time for the Chronicle deadline the following Tuesday.

Post meeting note: Press Release sent 23.11.20

7. Action plan & timeline

After discussion it was decided that we should aim to invite Tom Price from CBC NP team to attend the next meeting with a view that we invite new members to attend the January meeting.

February and March would then be spent in planning the consultation with an initial consultation being planned for April.

The group discussed various collaboration tools which would ease the process of sharing and editing documents. Further investigation is needed.

Post meeting note: Tom Price has agreed to join the meeting on 17 December.

8. Public engagement plan

It was felt that public engagement might be difficult during the current pandemic.

It was hoped that pandemic guidelines will allow for the carnival to go ahead on 12 June 2021 and that the group could attend this. The group also mentioned holding engagement events at the community stand in the town and possibly at the Greensand Festival and any markets that are allowed. The group could also hold engagement events outside Tesco and the Co-op and at the train station and at the library.

The group would need handouts, plans, explanation of a NP, designated areas and banners to engage with the public.

Nigel said he would share the documents he created for Blunham as a starting point for creating engagement documents for Sandy.

Nigel and Ruth agreed to lead on community engagement.

It was also felt that the group will need a presence on Social Media.

9. Resources & training requirements/reading list

Anne has started to put together a comprehensive list of documents for reading and reference. Which might seem a bit overwhelming. In the first instance it was agreed that **members** would read the Locality toolkit document and look at one of the four neighbourhood plans that **Anne** will send links for, to get a feel of what needs to be done and what the eventual plan could look like.

Amanda has a copy of the CBC Sandy Demographics document that she will share with members.

10. Date & time of next meeting

The next meeting will be held on 17 December 2020 at 7pm via zoom.

Please let Anne know if you have any agenda items by 14 December.