

Meeting of the Paddock Wood Neighbourhood Plan Group Wednesday September 16th at 7pm

Present: Sarah Hamilton (Chairman), Mark Airey, Derek Boyle, John Flashman, Meryl Flashman, David Henshaw, Andy Mackie, Carol Williams,

In attendance: Gloria Henshaw, Jim Large (Warrington Road Action Group).

	Actions
The minutes of the August meeting were distributed. The minutes from the 4 th September are outstanding.	SH
<u>Chairman's Report</u> Sarah summed up the actions since the additional meeting which was held on Friday 4 th September at 6pm. Several other companies have been approached to provide quotes to help Paddock Wood develop a Neighbourhood Plan. Neither company was willing to quote as they were currently too busy with other work. However, one of them recommended SH contacted Alison Eardley whom Sarah spoke to this afternoon. Alison's email, C.V. and a sample methodology for a Neighbourhood Plan were distributed and discussed.	
<u>Warrington Road Action Group (WRAG)</u> JL updated the group on the activities of WRAG and explained that the group no longer felt that their aims were in conflict with the development of a neighbourhood plan. It was agreed that a member of WRAG be invited to join the steering group.	JL to discuss at next WRAG committee meeting.
<u>A.G.M.</u> It was agreed that an Annual General Meeting should be held early in the new year to officially elect a new steering group.	
<u>Publications</u> The National Policy Planning Framework and TWBC's Five Year Plan were discussed very briefly. It was agreed that these documents need to be re-visited at the next meeting for more detailed discussion	SH to put on agenda for next meeting
<u>Administrative support</u> Administrative support for the Neighbourhood Plan will be essential. The Town Clerk is willing to support informally until Christmas. As requested SH approached the Chairman of the Personnel Committee to discuss the Town Council providing additional support long term. An informal discussion with the Clerk took place but no further action can be taken until the group knows exactly what support is required and has appointed a company to oversee the NP. M.A. suggested that there were a lot of Mums with professional experience in Paddock Wood who would welcome a few hours work.	

<p>The post could be advertised through his Paddock Wood group on Facebook. WRAG could do the same.</p>	
<p><u>Actions prior to next meeting</u></p> <p>The steering group agreed that over the next few weeks they would each update and summarise the information gained from previous research projects.</p> <p>Each member to report back at the next meeting.</p>	<p>SH to arrange for all documents to be available electronically.</p> <p>MF to circulate headings for group members to decide on which area they would like to update.</p>
<p><u>Date of next meeting</u></p> <p>Tuesday 13th October at 7pm in the Wesley Centre Apologies for this meeting were given by Meryl Flashman and Carol Williams.</p>	

<p><u>Confidential item</u></p> <p>Due to the confidential nature of this item it was agreed that at this stage this part of the minutes should remain confidential</p> <p><u>Discussion of the quotes received re Neighbourhood plans</u></p> <p>The Chairman proposed that the steering group engage Feria and ask Alison Eardley to fill in the gaps subject to the steering group meeting with her to approve her appointment. Feria has confirmed that they do not get involved with finance or governance.</p> <p>A lengthy discussion followed with all members of the steering group expressing their views about which of the two main candidates should be appointed.</p> <p>The steering group finally selected Feria because of their strength in public engagement activities.</p> <p>The following statement was agreed: “We want to engage with you to work on our Neighbourhood Plan. You have indicated you cannot deal with governance and funding etc. Therefore we intend to engage outside assistance to cover these areas in collaboration with yourselves”</p> <p>The Chairman was instructed to take the following actions:</p> <ol style="list-style-type: none"> 1. Contact Feria, using the above wording, to establish if they would work with another provider on governance and finance 2. Contact Alison Eardley if Feria willing to work with another provider. Arrange for Alison to meet with the steering group and possibly make contact with Feria. 	<p>SH</p>
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It was agreed that until outstanding issues with Feria have been resolved Community Spirit Partnership should not be told that their bid had been unsuccessful.	
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CONFIDENTIAL