

## **Witherley Parish Neighbourhood Development Plan Meeting**

**Tuesday 5<sup>th</sup> September 2017, St Peter's Church, Witherley**

**Present:** Cindy McDonnell (Witherley), Derek Ridgway (Fenny Drayton), Kay Conway (Witherley), Helen Bullivant (Ratcliffe), Brian Conway (Parish Council), David Wilkins (Ratcliffe Culey), Mark Simpson (Parish Council), Charlotte Ward Lewis (Witherley), John Preston (Rural Community Council)

**Apologies:** Laura Dyer (Ratcliffe Culey)

1. Introductions were made along with skills that each member of the steering committee were bringing with them. John then gave the group some background information around the function of the steering group and the need for a Neighbourhood Plan.
2. Terms of Reference were specific about roles and responsibilities within the steering group and the following roles were agreed:

Chairman – Kay Conway (nominated by Mark Simpson and seconded by David Wilkins)

Vice Chairman – David Wilkins (nominated by Brian Conway and seconded by Derek Ridgway)

Secretary – Charlotte Ward Lewis (nominated by Kay Conway and seconded by Cindy McDonnell)

Finance Co-ordinator – Derek Ridgway (nominated by Brian Conway and seconded by David Wilkins)

Communications and Publicity Co-ordinator – possibly Laura Dyer but this will be checked and confirmed at the next meeting

Co-ordinator of Volunteers – Cindy McDonnell (nominated by Charlotte Ward Lewis and seconded by David Wilkins)

Communication Liaison between the Steering Group and the Parish Council – Mark Simpson

3. It was felt that role specific responsibilities should be part of the Terms of Reference for all of the above posts. This would clearly set out expectations and will support confidence in each other.
4. It was felt that the steering group needed a representative from Atterton.

**Action: Helen to contact Linda Baxter and Charlotte to contact Dale Flude to see if they would be interested in joining the group.**

5. Declaration of Interests - it is important that we have this at the start of on each agenda.
6. It was decided that we should meet monthly after the first few meetings which may be more frequent. The second Monday of the month suited most the best. Venue to be discussed and decided at the next meeting.
7. It was agreed that honesty and transparency is important, alongside regular contact. A Dropbox account is to be set up so that everyone on the group can easily access information regarding the steering group. All evidence around consultation etc. can also be kept here as this will be an important part of the final agreement of the plan.

**Action: Brian to set up**

8. It was agreed that the group would follow the same Code of Conduct used by the Parish Council. This will be shared at the next meeting and in Dropbox. The Local Plan will also be placed in it for everyone to look at.
9. It was agreed that a clear agenda would be needed in order to get the most out of time.
10. John advised that all meetings need to be open to the public – how this can be achieved will be discussed at the next meeting. All public documentation to be placed on the Parish website.

11. The Neighbourhood Plan Process information sheet was looked at and it was felt that a clear strategic plan is needed so that all aspects of the process are completed. This will be a key component of the next meeting.
12. It was agreed that the title of the plan will be Witherley Parish Neighbourhood Development Plan (including Atterton, Fenny Drayton, Ratcliffe Culey and Witherley).

The meeting closed at 9.15pm

**Next meeting: Monday 11<sup>th</sup> September – Fenny Drayton Church at 7.30pm**