

Minutes of Goudhurst NDP Steering Meeting #1, 13th October 2016 8:00pm, Jessel Room

Present Ed Bates (EB), Anthony Harris(AH), John Leavens(JL), Peter Rollington (PR), Barbara Stafford(BS) Victoria Aldwinkle(VA), Colin Willis,(CW) Craig Broom (CB)

Item 1 Apologies

Apologies received from Richard Hillier (RH), Linda Hall (LH), Susan Newsam (SN), Alan Foster (AF)

Item 2 Confirmation of Officers and responsibilities

Two Parish Councillors (Carol Ash and Stephen Wickham) have stepped down for personal reasons and to enable the official parish council representation on the NDP to be reduced from 5 to 3 councillors. The Parish Council meeting of 10th October amended the official NDP Terms of Reference to reflect representation and quorum.

A role description for the secretary was reviewed and agreed and expenses for the secretary confirmed.

The confirmed Officers and responsibilities were:

Chairman : Colin Willis
Deputy Chairman : Linda Hall
Secretary : Craig Broom
Publicity: Barbara Stafford
Treasurer : Anthony Farnfield

For the purposes of Steering Group PR will take the role of Finance Officer and liaise with Anthony Farnfield to manage any financial needs.

Because of the changes in GPC representation it was agreed new members will be required for steering and BS/CW will make approaches to potential members to determine their willingness to join steering. Action BS and CW to make contact with the proposed members.

BS suggested specific email addresses should be created to support external questions and communication. Action CB

Item 3 Workgroup structure and TOR

An overall TOR and reporting structure was discussed. The core principles (Each workgroup will have a leader and a deputy, will contain a member of steering, will formally minute their meetings and will report monthly in a common format) were agreed but it was felt that the groups would require more support to develop detailed terms of reference. Action CB to provide workgroup specific TOR documents and discuss these with the workgroup leads.

The need to maintain a library of documentation was discussed with information available to all members of steering and the workgroups. To avoid reliance on email for distribution

CB will organize a shared file structure with secure access. CB to produce an information asset register so that everyone is aware of the information available and the source of original documents.

Working groups will be able to use the Parish Hall, Jessel Room, Church rooms and Kilndown Village Hall for meetings. The usage costs will be met by the GPC.

The membership of the Individual working groups was reviewed. Some additions were made to broaden the membership of individual groups. CW will update the contact list and re-distribute to the team.

The **Landscape Character and Development** team has not yet met though EB has organised the initial meeting

Social & Aspirational – VA will convene the first meeting.

Traffic and Transport - This team has already had its first meeting on the 12th October and Shiona Gardner has been elected to lead the group. CB to attend their next meeting to discuss the development of their TOR. PR will support this group.

Business and Development – The first meeting of the B&D group took place on the 12th October CB to attend their next meeting to discuss the development of their TOR.

Publicity - will be led by BS. CW will provide an article for inclusion in next month's Parish Magazine.

Questionnaire – This group has not yet met though members will attend a presentation in Kilndown on the 22nd October. CB to attend their next meeting to discuss the development of their TOR.

Overall QA and Audit – the need for some continuing support for the working groups was identified to ensure we are capturing the required level of detail. It was agreed that Jim Boot would be used to provide this function

Item 4 Progress

Progress will be tracked against and overall plan based upon the monthly reports from the working groups. A high level progress plan will be provided and updated monthly. An overall calendar of events will also be provided for the coming three months.

Item 5 Training and Workshops

Training will be provided for all teams where possible. Jim Boot who provided support for the kick-off meetings has a breadth of experience in this area will be used where appropriate.

Item 6 Standing date/location for meetings.

All meetings will where possible be held in the Jessel Room. It was agreed that the 1st Monday of the month would be ideal. Action CB to make bookings for these dates.

All public meetings will be held in either Goudhurst or Kilndown village halls.

AOB.

BS raised the issue of high-viz jackets for patch workers and around insurance cover. CB to discuss with Anthony Farnfield.

Logo – BS raised the requirement for a logo and it was agreed this would be discussed in more detail in the next meeting.

The meeting closed an 9:45.

Open Actions

#	Date Raised	Description	Owner(s)	Target Date
1	13/10/16	Create a specific email addresses should be created to support external questions and communication.	CB	7/11/16
2	13/10/16	Make contact with the proposed members .	CW,BS	7/11/16
3	13/10/16	Provide workgroup specific TOR documents and discuss these with the workgroup leads	CB	7/11/16
4	13/10/16	Organize a shared file structure with secure access and produce an information asset register	CB	7/11/16
5	13/10/16	Attend working group meeting to discuss the development of their TOR	CB	TBA
6	13/10/16	Social and aspirational working group initial meeting	VA	TBA
7	13/10/16	Update working group and steering group lists and distribute	CW	7/11/16
8	13/10/16	Discuss insurance and high-viz jackets for patch workers with Anthony Farnfield.	CB	7/11/16