

Minutes from the Colyton Parish Neighbourhood Plan Steering Group Meeting **3 February 2016**

Steering Group:- Colin Chesterton, Caroline Collier, Lucy Dack, Cathy Richards, Natalie McNeice, Elaine Stratford, Colin Pady, Diana Nason (representing Peter Mason), Howard West, Mike Elsey, Terry Searle, Huntley Evans

Apologies:- Peter Mason

Public:- Frankie Hopkins

Election of Officers

Nominees and volunteers for the Chair and Vice Chair were identified and two ballots held resulting in Colin Chesterton being elected Chairman, and Huntley Evans elected as Vice Chairman.

Caroline Collier was proposed by Huntley Evans for the post of Treasurer, seconded by Howard West and carried by show of hands.

Liz Thomas had volunteered for the post of Minute Secretary, proposed by Howard West, seconded by Mike Elsey and carried by show of hands

Declarations of Interest

After much debate on which form was most appropriate, it was proposed to use (as a minimum) the "simple form" which requires members of the SG to list material interests which may reasonably be judged to have a potential impact on discussions and decisions of the SG. The forms are to be filed in the Parish Office.

SG members may also use the more comprehensive form if they so wish.

The above was proposed by Howard West, seconded by Natalie McNeice and carried by show of hands.

Policy on public attendance at Steering Group, Committee and Working Group meetings

It was decided that it was appropriate for the Steering Group and Committee meetings to be public meetings, and that sensitive matters not appropriate for public debate could be held in Committee as is practice for Council Meetings. Working Group meetings are not public meetings.

Representation at SG Meetings

After much debate it was proposed that representatives for SG members who could not attend the meetings was not generally necessary or desirable. If, however, an absent SG member has a particular issue to be briefed and debated, they can nominate a representative to do this on their behalf. Proposed Huntley Evans, seconded Howard West and carried by show of hands.

Way Forward.

- ToRs for the SG to be worked up by Colin Chesterton, Howard West, Elaine Stratford, Mike Elsey, Peter Mason and Huntley Evans
- Colyford Bios to be distributed to the SG members
- Responses to the requests for NP ideas to be collated by Caroline Collier
- Informal meeting of the two Committees to be held on 24th February to get to know each other and potentially form Working Groups.

Huntley Evans

Pro tem SG Secretary

Approved

Colin Chesterton

Chair, Colyton Parish Neighbourhood Plan Steering Group