

Minutes from the Colyton Parish Neighbourhood Plan Steering Group Meeting **9/11/2016**

Steering Group:- Colin Chesterton, Caroline Collier, Lucy Dack, Huntley Evans

Apologies:- John Mills, David Page, Cathy Richards, Anne West
Public/CPC:- Steve Real, Bob Collier, Diana Nason, Steve Selby

Minutes of Previous Meeting

The minutes of the previous meeting 25/5/2016 were read out, agreed to be an accurate record and signed.

Opening Remarks

Colin Chesterton opened the meeting and offered his resignation as chair of the Steering Group due to time constraints resulting from his other commitments. This was accepted by the Steering Group, and Lucy Dack expressed her regret that Colin has resigned. Colin indicated that he was willing to stay on the Steering group until a replacement was found.

As vice chair, Huntley Evans assumed the role of chair for the remainder of the meeting.

As a result of Colin's resignation, the first agenda item of the next Steering group will be election of a Chairman.

Huntley Evans said he would temporarily act as Secretary to the SG until a replacement was found. Colin volunteered to have the position of Secretary posted on the CPC notice board in liaison with the Parish Clerk.

Progress to Date

Huntley Evans outlined the progress up to May 2016. In summary:-

- Initial advertising and request for issues posted in Colyton
- Responses analysed and summarised
- Draft ToRs for the SG produced.
- List of local organizations to be approached has been produced and request for volunteers to approach those groups has been placed in Colyton and Colyford
- Draft schedule produced

Since then there has been no progress.

Steering Group and Committee Structure

Huntley Evans reported that since the resignation of the Colyford Committee it has not proved possible to find sufficient Colyford residents to form another Committee, and therefore proposed that the former structure of a Steering Group supported by separate Colyton and Colyford Committees was no longer necessary or desirable and that the management structure should be simplified to be the Steering Group supported by Working Groups for particular topics. The Committees should therefore be disbanded. This was seconded by Colin Chesterton and unanimously carried.

Steve Selby was asked to approach John Mills and other Colyford residents who had previously expressed an interest to volunteer to fill the 3 Colyford resident vacancies on the Steering Group

Steering Group Meetings

It was agreed that in order to facilitate progress, the SG should meet monthly, on the second Wednesday of each month starting at 19:30 in the Council Chamber (Board Room) at Colyton Town Hall. Due to Christmas commitments the **next meeting is Wednesday 11th January 2017**

Huntley Evans said he would attempt to make progress on the following to bring before the next meeting:

- TORs
- Schedule
- Organisation lists

Huntley Evans
Pro tem SG Secretary

Approved

Original Signed 11/1/2017

Huntley Evans
Chair, Colyton Parish Neighbourhood Plan Steering Group