

Additional notes to the minutes with actions to be undertaken for meeting held 9/12/20

The following Roles of Committee members were agreed: -

The Councillors on the committee will have overall responsibility on the content of the NDP

Clerk / RFO take on Secretarial, admin and liaising with the grant funder Locality and be responsible for project finances.

Finance Officer to support RFO with project finances (**Chris Barron**)

Mapping as required for site assessment / public consultations / NDP draft plan (**Chris Barron**)

Email Monitor to collate and log emails received and responses given (**Andrew De La Haye**)

Project Management (**Andrew De La Haye, Chris Barron, Ruth Dolman**)

Project Plan to update for review as things progress (**Chris Barron & Andrew De La Haye**)

Liaison with the HC NDP support team KARLA JOHNSON (**Andrew De La Haye**)

Website maintenance and publicity planning for public consultations etc (**Bob Puzey**)

Ecology, environmental issues including photographic requirements for reports (**Leigh Russell**)

Reports in addition to minutes to record specific points raised for amplification and actions to be undertaken. These points and actions are separate from the formal legal document issued by the clerk. (**Ruth Dolman with Andrew De La Haye and Chris Barron or another volunteer should the need arise**). Clerk to corodinate the notes and actions with the formal minutes to ensure consistency.

The project plan was approved and the planned date for submission of the draft plan to HC and public consultation is early February 2021.

Check with Karla if the committee is allowed to approve the plan for Reg 14 given the quorum issue that exists in full council. (**Action: Andrew De La Haye**)

It was felt that it is very important that the public have the Meeting Housing Needs Assessment Report presented to them and the opportunity to ask questions and give feedback so that the committee can be well informed before deciding on the housing options that will go into the draft NDP.

Two working groups were set up: -

Public Presentation of Site Assessment Report and Options 1 - 5: -

1. To review possible methods of presenting the site assessment report and options 1 - 5 to the public.

2. To liaise with the Community Engagement working group regarding an article in the next WPC newsletter about the method/s.

3. To make preparations for the Public presentation to include the site assessment report, options 1 - 5 as well as request views from the residents concerning conservation of important verges, iconic views and important heritage assets.

Members: - Bob Puzey, Andrew De La Haye, Chris Barron, Ruth Dolman, Leigh Russell.

Public Correspondence Review

1 To organise the different input streams from the public and how to collect, review and respond to them.

2 To review the backlog of emails since the steering group was dismantled and compose replies for the Clerk to send.

3 To review all new correspondence received and compose suitable responses for the Clerk to send, referring to Bill Bloxsome where appropriate.

Members: - Bob Puzey, Andrew De La Haye, Ruth Dolman, Chris Barron

Note: - The Clerk will be present for the first meeting to ensure systems are set up in a suitable manner.

Chris Barron will collate contact details and a draft email for the Clerk to inform all the site applicants that the site assessment report is now available to view on the NDP site. There is one site applicant who is not on email and Chris will drop in a copy to them.

WPC have received an additional request for site submission but as yet the required form with details of the location of the site for an assessment to be carried out has not been received.

The committee will set an end date for submissions one week prior to the NDP draft being scheduled for completion in order to allow Bill Bloxsome time to add to the draft plan and issue a final addendum if required.

The committee will collate the views of the public about the Meeting Housing Needs and Site Assessment Report and options 1 - 5 and take these views into consideration before deciding which option to adopt for the final NDP Draft Plan.

The appendix regarding how the council would like to allocate moneys coming from S106 and/or CIL in the future is still with council and needs to be addressed. It was decided to do this through this committee.