

Westfield Parish Council

Minutes of the Neighbourhood Plan Management Group Meeting held at the Oval Office, St Peters Business Park, Westfield on Tuesday 24th November 2015 commencing at 7pm

Present: Cllrs R Hopkins, A Butcher, G Fuller; Mr R Bevan, Mrs C Carter, Mr R Wallace, Mr M Woodhouse

Also attending: Tracey Stephens, Admin Assistant

22. Apologies for absence

Apologies were received from Cllr Jackson and Helen Fitzgerald.

23. Declarations of Interest and Dispensations

There were no declarations of interest.

24. Minutes

The minutes of the meeting held on 6th November 2015 were agreed as a true record.

25. Agreement and signing of the Constitution

It was decided that the quorum of 3 was insufficient to have a decision made. Cllr Butcher proposed changing the quorum to 5, Mr Woodhouse seconded. Vote was unanimous.

It was decided that the name of the Group should be Westfield Neighbourhood Planning Management Group. Cllr Fuller proposed, Mr Woodhouse seconded. Vote was unanimous.

Other than that it was agreed that the constitution was acceptable. It is to be signed at the next meeting when the amendments have been made.

26.1 Tasks for this meeting

Promoting awareness was discussed. It was thought that there was funding available from Council to put on some special events to attract attention.

ACTION: Cllr Hopkins to meet with the Clerk to check what funds are available and to look into any quotes that have been received previously by companies to put on a special event.

Use should be made of any community events in Westfield.

A database of local businesses is available and should be made available to the Group to establish whether they know anyone in any of those businesses, making it easier to approach them. Local businesses should be invited to attend a meeting and a presentation should be given.

ACTION: Cllr Hopkins to approach the Chamber of Commerce and invite a member to attend a meeting.

ACTION: Cllr Hopkins to talk to Fosseway School and Bath College about designing a logo and Cllr Fuller to speak to Westfield Primary.

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

- 26.2** It was agreed that a SWOT analysis is to be done by each member of the Group before the next meeting.
- 26.3** It was suggested that BaNES should be asked to help, by lifting out any relevant sections from the links provided, enabling the Group to use the SWOT analysis to collate the appropriate evidence.
ACTION: Cllr Hopkins to discuss with Julie O'Rourke.
It was suggested that members should look at any Neighbourhood Plans that have been implemented to get some guidance. A website - <http://www.pas.gov.uk/> - was identified as having lots of information about Neighbourhood Plans that is useful.
- 27. Next Meeting**
The next meeting would be on **Tuesday 12th January 2016 at 7pm.**

The meeting closed at 8pm.

Minutes subject to approval at the next meeting.

Signed **Dated**