

**Westfield Parish Council**

**Minutes of the Neighbourhood Plan Management Group Meeting held at the Oval Office, St Peters Business Park, Westfield on Friday 6<sup>th</sup> November 2015 commencing at 5pm**

**Present:** Cllrs R Hopkins, E Jackson; Mr R Bevan, Mrs J Pack, Mr R Wallace

**Also attending:** Julie O'Rourke, BANES  
Lesley Welch (Parish Clerk)

**16. Apologies for absence**

Apologies were received from Cindy Carter, Helen Fitzgerald, Robin Moss and Bryan Wallbridge and Mike Woodhouse.

**17. Declarations of Interest and Dispensations**

With the exception of Cllr Jackson all present declared interests due to the fact that they own land in the Neighbourhood Plan area, or they were related to people living in the area. A dispensation had been allowed by the Parish Council on 5<sup>th</sup> October 2015.

**18. Minutes**

The minutes of the meeting held on 24th September 2015 were agreed as a true record.

**19. Actions from the last meeting**

**19.1 Election of Chair, Vice Chair and any other formal roles**

The following roles were agreed:

Chair – Cllr Ron Hopkins

Vice Chair – Mr Ron Bevan

Finance – The Parish Council through the Clerk

Management Group and Consultation Communications Group would be combined at this stage and consist of all on the Working Group.

**19.2 Constitution**

The aim of the Group was defined as 'To produce a Neighbourhood Plan in accordance with the aspirations of the people of Westfield'. With this addition the draft constitution was agreed, which the Clerk would complete and circulate to the group electronically.

**19.3 Information from BANES Strategies and Policies**

Julie O'Rourke circulated a list of links to the BANES Strategies and Policies which specifically mentioned Westfield.

**Minutes subject to approval at the next meeting.**

**Signed ..... Dated .....**

## Westfield Parish Council

She raised the Parish On line mapping system and the Clerk agreed to circulate log in details to the Group.

Julie also circulated a Tasks list of items to do in the next six weeks. This is attached as Appendix A with notes next to each item relating to comments made at the meeting.

### 19.4 Amalgamation of aspirations raised in recent consultations

The Group discussed the document which amalgamated all the aspirations from recent consultations.

It highlighted gaps in consultation so far in terms of the views of young people specifically in Westfield (The Youth Consultation covered Radstock as well) and views from the business community.

Julie O'Rourke circulated a blank SWOT analysis sheet for completion at the next meeting using the information gathered to date, along with information from a pack of other plans which Julie would send for the next meeting.

### 19.5 Community Consultation

The Group discussed the three quotes. They also asked if a Facebook page might be set up to allow further consultation.

#### **20. Project Plan**

It was agreed that Julie O'Rourke and the Clerk would put the dates into the project plan and put in for funding.

#### **21. Next Meeting**

Meetings would be held every three weeks (on a Tuesday) with Julie O'Rourke attending every six weeks, when she would give a new task list to the group.

The next meeting would be on **Tuesday 24<sup>th</sup> November at 5pm.**

The meeting closed at 7.35pm.

**Minutes subject to approval at the next meeting.**

**Signed .....** **Dated .....**

**Westfield Parish Council**

Appendix 1

**Tasks at 6/11/15**

1	Establish a meeting to work on the neighbourhood plan (weekly or fortnightly is useful). Julie O'Rourke will attend meeting every six weeks or more if necessary.	Meetings set up every 3 weeks for the Management Group, commencing 24/11/15 at 5pm.
2	<p>Promote local awareness of the NPWG-</p> <p>I. Encourage a wide range of local people to get involved</p> <p>II. Inform local business and ask them to get involved</p> <p>III. Create a logo for NPWG- for example run a competition for local children to design the logo and the winner can receive a small gift and their logo is used by the group</p>	<p>Facebook page to be set up;</p> <p>Further actions to be discussed on 24/11.</p>
3	Apply for funding to start the community consultation events: <a href="http://mycommunityrights.org">mycommunityrights.org</a>	Julie O'Rourke and Lesley Welch
4	Agree and develop the vision for the neighbourhood plan	Aim was established on 6/11/15.
5	Agree the issues that your plan could address (A SWOT analysis can help to think about the areas Strengths, Weaknesses, Opportunities and Threats)	To be done as a group on 24/11.
6	Collate evidence and information on Westfield using the links attached to this email and establish an area profile for Westfield.	All group members to look at the links in advance.

**Minutes subject to approval at the next meeting.**

**Signed .....**      **Dated .....**