

Southam Neighbourhood Plan Steering Committee Meeting Minutes

June 25, 2016

1. Attendance

Those present at the meeting are listed in the table below, alongside a short summary of background.

Mike Brooks (Town Councillor)	Retired bank manager, involved in large accounts and disaster recovery. £70M budget.
Graham Foster (Town Councillor)	Engineer and ex-manager of dept of 200. Now runs UK part of consulting business in aerospace. Negotiation and arbitration.
Emma Bushell	Exec assistant to vehicle director at Jaguar Land Rover. Organisation and planning.
Pauline Galliers	Quantity surveyor. PM £55M deal in Hull; school gov; regional mgr in north. Services procurement. Now with Ofqual.
James Merrix	Software engineer Aston university. 27 years in Birmingham, 2.5 years Southam. Mapping.
David Thompson	Consultant in town planning. 20 yrs Southam. Facilitator, support, insight, guidance.
Kieran Toner (Town Councillor)	Was a teacher now runs a business helping old and disabled people.
Cathy Lloyd	Professor of Health Studies at Warwick Univ. Community medicine specialises in mental health. Env health needed for flood victims.
Merci Hyland	Rtd nurse. Degree Mod Lang. Born Spain & in UK for 48yrs. Concerns about housing, traffic, town centre devt and jobs for young.
Marion Childs	Family support worker. Runs Southam gymnasts, brownie helper. Member save Holy Well fields. Need to cover spiritual side.
Laurence Caves	Lived in Southam since 1986. PhD in Physics, worked with RN as an instructor Officer and then as a science teacher. Currently a private tutor. Experience in Data Analysis and timetabling.
Helen Caves	Lived in Southam since 1986. An Environmental Health Officer and manager with Cov city Council. Experience in Housing and tenancy law and enforcement, Project mgt, local gov, ATC Civilian Committee and Our Lady and St

	Wulstan's finance committee, attended last consultation on Southam Millennium plan
Sharon Lythe	Works in higher education, PTA, primary school governor, admin, minutes. Southam 13 years. Need to involve young and families.
Jon Swain	Engineer: energy consultant – leads renewables team. Victim of 2008 flooding. Wales agri background. Need the right builds.
Gareth Oubridge (Town Councillor)	Chemical engineer. 4 years in Southam but always lived locally. Southam must grow without losing its current "feel".

The following people sent their apologies:

Stephen Exton	
Linda Doyle	
Gary Cripps	
Joan Cripps	
Jill Broom	
John Robinson	
Pamela Palmer	

Merci Hyland passed on that Gerard Hyland requested his name be removed from the list of committee members.

2. Opening Remarks

The town mayor, Mike Brooks, took the chair for this inaugural meeting and welcomed the participants. The main objective is to get initial organisation and administration out of the way and so future meetings will be more interesting.

Mike said that he was looking at recording devices for future meetings and it was agreed that a "board room" style layout should be adopted in future.

The meeting expressed a discontent with the way that the District Council has been making planning decisions that affect Southam. Mike said that, as mayor, he had already taken this up with SDC and was hopeful that changes would happen.

3. Minutes from previous meeting

As this was the inaugural meeting, there were no minutes to review.

4. Round Table Introductions

Everyone present gave a short summary of their background and skills. Key points are summarised in the table of attendees.

5. Constitution

The draft constitution of the group, as circulated before the meeting, was discussed.

Questions & Answers:

Q: Does the town council have the power of approval over the Neighbourhood Plan?

A: No; the NP Committee has decision-making rights as long as the decisions are in line with the national guidelines for Neighbourhood Plans (e.g. evidence of consultation etc). There is no right of veto resting with the Town Council.

Q: Are monthly meetings enough as laid down in the constitution?

A: We should amend to say “at least monthly”.

The following other amendments were agreed (exact wording to be finalised):

- a) Para 6.i. – add at the end:
“Applications shall be decided by a vote of the Steering Committee taking into account skill set of the applicant.”
- b) Para 10.a. – amend to read:
“In the event of the Southam Neighbourhood Development Planning Group being dissolved, the assets of the group and all bank balances, after payment of debts, will be transferred to Southam Town Council, subject to and in accordance with any wishes of grant funders. If the Group’s objectives have not been attained upon dissolution, a decision may be taken to restart or shelve the project.”
- c) Code of conduct – a code of conduct section is to be added based on the standard code for local government.
- d) Para 1.j. and 1.k. – these clauses to be deleted because they pre-empt decisions of the Group.
- e) Para 1.l. – delete and replace with:
To identify needs for training and self-development of both the Steering Group and Volunteers.

It was agreed that the draft constitution would be modified as above and adopted at the next Steering Committee meeting.

6. Election of Officers

The following officers were elected by the group:

Chair: Pauline Galliers

Co-Chair: Jonathan Swain

Finance Officer: Cathy Lloyd

Secretary / Administrator: Emma Bushell

7. Support Available

It was agreed that this agenda item would be deferred and that Mike Brooks would circulate some material by email or drop-box.

8. Discussion on Priorities and Next Steps

It was agreed that the following sub-groups would be set up:

Consultation and Communication – to be responsible for co-ordinating the gathering of evidence, soliciting the views of residents, seeking expert opinions and ensuring residents are kept up to date with Neighbourhood Planning news and information. Helen Caves to lead.

Plan Structure – to be dedicated to mapping out and maintaining the structure of the Southam Neighbourhood Plan. At this stage it is not about adding content. Could be based on populating the toolkit already in the Drop Box. Jonathan Swain to lead.

Data Analysis – Laurence Caves to lead under co-ordination of Consultation and Communication committee.

Web Site – James Merrix to lead under the co-ordination of Consultation and Communication committee.

Other priorities identified were:

- Creating a large scale boundary map.
- Using map formats to display information graphically, for instance locations and sizes of planning applications and developments.

A question was raised about the lack of burial ground and this is already under investigation by the Town Council and currently subject to some commercial sensitivities.

9. Next Meeting

The next meeting is to be arranged within 2 weeks.

Meeting closed at 12:00

< draft minutes amended 29th June >