

NDP Steering Group Notes of Meeting 1/7/21

- Appointment of Cllr Ursula Mann as Chair
 - o Agreed to wait until full committee available for other appts.
- Agreement to use Whatsapp as a group communication for initial steering group of 7
 - o FOI applies to all Steering Group communications for CLLRs
 - o GDPR considerations to be addressed
- Discussion of outline timeline and tasks, including:
 - o Appointment of community members (deadline 9/7/21)
 - o Advertisement, interview, and appointment of PM (by early Sept)
 - o Initial Consultation events and questionnaire (Oct/Nov)

Actions:

- Town Clerk to provide group with sample Project Manager (PM) engagement and role profile information.
- Members to consider PM job specification for next meeting.
- Members to email areas of interest for development NDP to Chair by 5pm Tuesday 6/7/21
- Chair to correlate above and approach WDBC officers to setup a virtual meeting to discuss LPA's understanding of what is possible under NDP prior to next steering group meeting.

Next meeting: Thursday 29th July, 6pm in Council Chamber