

Broomfield Neighbourhood Plan

Second Introductory Steering Group meeting held 23.8.16 at Broomfield Village Hall

Present: Duncan Coles, Geof Garwood, Sue Hubble, Tom Clarke, John Blake, Angela Thomson

7.35pm meeting commenced.

John Blake introduced Tom Clarke – planning officer at Tower Hamlets

Apologies for absence

Les Steed

Matters arising

Notes on last meeting approved

Terms of reference

The draft terms of reference prepared by John Blake were discussed and agreed with the following amendments/additions:

Amendment “Integrated Impact Assessment” to replace Environmental Assessments etc. under 2. Activities (point 10.)

Amendment – specify quorum – 3 or a third of the membership whichever the greater

Amendment – specify overall size for the group – not more than 15 agreed

It was agreed to place them before Planning Committee for approval at next meeting.

Confirm Membership

All those present. All Parish Councillors and other interested persons have been informed of meetings.

Roles

Roles were discussed.

Sue Hubble confirmed she was willing to be Finance Co-ordinator.

It was agreed the Chairman to be elected at first formal meeting after Terms of Reference agreed by Parish Council. John Blake willing to take on role.

Volunteer Co-ordinator: Geof Garwood is willing to take on this role if no-one else steps forward.

Tom Clarke agreed to join the group as an advisor.

Project Plan - First Draft

Launch event late Sept/early Oct. Open Day. Questionnaire to every household early January, return end January

Next meeting Thursday 8th September 7.30pm

Meeting finished 9.35pm