

## **NDP Steering Group Note of Meeting 1/7/21**

- Appointment of Cllr Ursula Mann as Chair
  - Agreed to wait until full committee available for other appts.
- Agreement to use Whatsapp as a group communication for initial steering group of 7
  - FOI applies to all Steering Group communications for CLLRs
  - GDPR considerations to be addressed
- Discussion of outline timeline and tasks, including:
  - Appointment of community members (deadline 9/7/21)
  - Advertisement, interview, and appointment of PM (by early Sept)
  - 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 29<sup>th</sup> July, 6pm in Council Chamber**