

Minutes of 2nd meeting of the Aldeburgh Town Plan Steering Committee

Held in the Moot Hall on 2nd Sept 2013, 10 am - 11.15 am

Committee present, with absent members indicated ():

Lynne Walker - Committee Chair
Gillian Benjamin - Community Action Suffolk
Graeme Bloomfield
Tony Bone - Aldeburgh Society
(Paul Bongers de Rath)
Robin Boyd - Committee Secretary
(Clive Fox)
Inga Grimsey
Ian Henderson - Committee Treasurer
Peter Hill
(Robert Lane)
Brian Lindores
Richard Marson
(Robin Mursell)

Minutes of the 24th August 2013 meeting were accepted as correct - noting the name correction for Ian Henderson

1 - Steering Committee Membership

The committee heard with regret that Erik Duerr had withdrawn as Chair of the Health working group and that other names were being sought.

Robin Boyd was introduced and voted unanimously as Committee Secretary. His role would be to be part of the Committee's support group and to help the Chair with regular admin tasks.

Matters arising from meeting 24th August 2013

2 - Work Subgroups (item 4 on minutes)

a- Work Subgroups next tasks

One of the immediate tasks for work groups would be submit suggested names for their areas. The combined efforts would be ready for the October Steering committee meeting. Most importantly,

Work Subgroups should get started this month, with team members, stakeholders and potential experts considered and contacted. Chairs to let LW and RB know of progress.

b- Subgroup advisory memberships

Committee members were reminded to put forward expert or advisory names that might be co-opted for the working subgroups in addition to volunteer names

3 - Bank Account (Item 5)

The delays to the account with Barclays Bank were discussed. It was agreed that if further delays occurred the Treasurer should open an additional account with the Norwich & Peterborough building Soc. Subsequent to the meeting Barclays informed the Chair that a Community account would be needed and these normally took 10 days rather than the originally promised 2 to 3 days to set up.

4 - Paperless Communication (item 6)

The Chair reiterated that committee paperwork would normally be circulated electronically. Members were welcome to bring their tablets to meetings or print their own copies.

TB mentioned the website <http://www.aldeburghtownplan.org.uk/> had now been updated and those respondents that gave email addresses had been alerted. RB undertook to follow up and check those that had not given emails.

4 – September tasks (item 8)

a- Timetable

IG submitted a draft timetable or calendar with Late 2014 as the target delivery date. This was discussed and agreed as a living document. Timetable would be reviewed at each meeting and maintained by the support group

b- Management of Stakeholders

A draft Excel based grid was circulated by the Chair (prepared by IG) showing how Stakeholders might stretch across several working groups and care would be needed to be taken in joint approaches. Grid would be maintained for the committee by RB as Secretary.

c- Draft Terms of Reference

The first draft of the Terms of Reference was considered and various additions were suggested. A new draft was prepared to include the new role of the Committee secretary, monthly reporting by the Treasurer and clarification of the importance of including co-ordination with business and other groups.

d- Lottery grant

GB was able to clarify that Lottery grant rules stopped pre-spending any grant money but did not restrict non grant money being so used. In short the committees work need not be frozen over the 3 month period of the grant application.

e- Meeting Schedule

SC meetings should be monthly preferably in the first week and usually in the Moot Hall. The Chair and the Secretary will submit possible date choices to committee members using Doodle.com.

AOB

The DMO and Heritage market town initiative were discussed and considered important for areas of overlap or funding. RM was going to DMO conference on 24th Sept while GB was involved in HMTI. Both would update the committee as appropriate

Interest was expressed in ATP questionnaire. Other town plans were mooted as of interest notably Saxmundham and Leiston. The support group would review.

It was suggested that a talking sheet should be built up to give committee members a common hymn sheet and be aligned with the content on the website. The Chair will co-ordinate.