

Present: Kirstin Richardson (Chair) Dave Hutchinson Cllr Joan Atkinson Brian Navi Joe Thompson Roy Wilburn Jane Howarth Grahame Tobin Mervyn Butler Phil Payne Jonathan Ramanayake Claire Williams Jane Carter Thomas Haley Barbara Collins Susan Lawrence Howard Lawrence Lesley Younger Alan Younger Delia McNally	Apologies: Sue Balmer Viv Davies Maureen Skevington
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Welcome from the Chair:

Kirstin welcomed members to the meeting.

Minutes of previous meeting:

The minutes of the meeting on 19 November were approved by members present with the addition of Alan Younger to those carrying out the business survey.

Matters arising:

None

Appointment of consultants to assist with Neighbourhood Plan:

The Secretary outlined the process followed to assess the three planning consultants who had been recommended to the Forum. These are Laura Craddock (Capita), Jo-Anne Garrick and Jenny Ludman (both independent consultants). Following the template provided by Locality, a brief documenting the work required had been sent to each, with their responses being assessed against the following criteria:

- Understanding of and approach to carrying out the brief
- Skill and experience (particularly in relation to Neighbourhood Planning)
- Cost

Using the scoring matrix provided by Locality, the final weighted scores (out of 10) were:

- Jo-Anne Garrick - 8.7
- Laura Craddock (Capita) – 7.7
- Jenny Ludman – 6.0

References have been taken up for Jo-Anne Garrick and both were highly complimentary about her ability and quality of work.

Action:

- *The Forum agreed to appoint Jo-Anne Garrick subject to a final meeting with the Chair and Executive members to be held on Thursday 3rd January. .*
- *The Secretary to notify Jo-Anne Garrick and arrange the venue.*

Housing Needs Survey:

Members of the Housing Sub Group met with Anna Milner, Housing Strategy Manager from South Tyneside Council, to obtain her views on the draft Housing Needs Survey. As a result, a number of amendments have been made to the survey.

Action:

- *The amended survey should be reviewed by the planning consultant when appointed and then tested by Forum members before being circulated more widely*

Spring 2019 consultation event:

The meeting discussed a range of possible themes for inclusion in the event, including:

- Parking issues
- Housing Needs Survey
- Meet the planning consultant
- Liaison with Junior School
- Designation of Community Assets
- Vision for East Boldon

The possibility of using the Junior School for the event was discussed and felt to have the advantage of including displays of the work that pupils had done on priorities for the village, as well as a means of increasing awareness of the Forum's activities.

Action:

- *Agreed that these issues should be considered in more detail at the next Executive meeting on 14 January.*

Leaflet content and production:

The meeting discussed the need to make the leaflet as distinctive as possible to attract attention to the Forum's consultation event and activities. It should be delivered to all houses and businesses in the Forum area in order to reach as many people as possible.

Action:

- *Format and content should be a priority for discussion at the Executive meeting on 14th January.*

Community Character Assessment:

Howard Lawrence updated the meeting on the progress he had made on this important part of the Neighbourhood Plan. This will include a survey of the architectural features of buildings within the Conservation Area. The draft has been circulated to Executive and Housing group members.

Action:

- *Members to email Howard with any comments.*

AOB:

Design/publicity: Grahame suggested that Forum members should be canvassed for expertise in publicity and design to help with the leaflet and other Forum activities. A member present, Phil Payne, offered to help with this and provide photos.

Action: *Secretary to email members.*

Former O'Brien's site at Cleadon Lane: Alan Younger reported that the site had now been vacated.

Date of next meeting: AGM, Monday 28 January 2019 at 7.30 pm in Scout Hut

Executive: Monday 14 January, Grey Horse

Meeting closed 9.00 pm