

LOCAL DEVELOPMENT PLAN

LOCAL DEVELOPMENT PLAN STAKEHOLDERS PANEL INAUGURAL MEETING

Monday 27th February 2006, 5.30pm
Oasis Centre, Blackwood

Present

Mrs Lynda Healey
House Builders Federation
Ms Ann Fritter
Caerphilly Parent Network
Ms Debbie Powell
Rhymney First Partnership
Mr John Soos
Chairman Residents Association
Mr Conrad Lucas
Blackwood Methodist Church
Mrs S A Lewis
Caerphilly OAP's
Mr Rob Gough
GAVO
Mr Richard Jones
CCW
Ms Jan Walsh
Groundwork Wales
Mr Brian Swain
Blaenau-Gwent CBC

Mr Alun Taylor
Mrs Joy Edwards
Ms Vivienne Pearson
Mr G R Thurlow
Mr Glyn Williams
Mr Bill Duffrell
Miss Sally Ann Franklin

1. Welcome

Rhian Kyte welcomed all to the inaugural meeting of the LDP Stakeholder Panel and highlighted the importance of the group in ensuring a consistent approach in the delivery of the Caerphilly LDP.



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2. Apologies

Apologies were received from:

Mr Steven Rogers
Gwent Wildlife Trust
Mr Richard Mann
United Welsh
Ms Clare Jones
Senior Youth Worker

Mr Kyle Bishop
Mr Josh Price
Mr Aaron Moon

3. Terms of Reference

The Group were asked to agree on its Terms of Reference (Appendix A). Draft Terms of Reference were circulated as a basis for discussion.

Primary Purpose

The Primary Purpose of the panel was agreed as per draft

Objectives

The Panel agreed the objectives as per draft

Mandate

The Mandate was agreed by the Panel subject to 2 minor amendments:

- 1) The Panel wanted to place a greater emphasis on the term ‘consensus’ by changing the font to bold-type
- 2) The Panel wish to omit the word ‘decisions’ from “be able to make necessary decisions and recommendations on behalf of the Panel to the LDP Focus Group” as the Panel recognised that it was more of an advisory body than a decision-making body.

Chairman

The Panel agreed that there was no need for meetings to be chaired and endorsed the fact that meetings will be facilitated by officers from the Council’s Planning Division. It was recommended that there should be a Principal officer assigned to the group to co-ordinate facilitators and maintain consistency in the absence of a chair.



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Frequency

The Panel agreed that the Stakeholder Panel should meet as necessary in order to provide its views on the key stages in the plan preparation process.

Agendas

The Panel agreed the use of Agendas as per draft, however requested that where complex issues are to be discussed, that background material in 'plain English' is circulated 7-days prior to the meeting.

Reporting Mechanism

The Reporting Mechanism was agreed by the Panel, subject to 2 amendments:

- 1) To amend:
'Agreements' should be substituted for the term 'recommendations' as it was felt that this better reflected the Panel's advisory role.
- 2) To include:
Feedback from the Focus Group

Composition

The composition of the Stakeholder Panel was agreed as per draft, however concern was expressed with regards to ensuring consistency in attendance and the attendance of representatives from 'Hard to Reach' Groups. It was recommended that a representative from the planning division should make a concerted effort to encourage representation from 'Hard to Reach' Groups, contacting them by means other than written correspondence.

Quorum

The Panel endorsed the quorum subject to its re-evaluation in forthcoming meetings.

4. Dates of Next Meetings

Rhian Kyte confirmed that the dates of the next meetings were currently being scheduled upto and including December 2006 and would be distributed in due course.

The Meeting closed at 8.30pm



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