

**Bengeo Neighbourhood Area Plan –  
Minutes of the Interim Community Steering Group Meeting on 12 July 2017  
at Bengeo Club from 19.30**

Attendance: Reg Harman, Adam Taylor, Stephen Wells, Sue Dunkley, Peter Ruffles, Terry Betts, Andrew Stevenson, Mark Lynch, Jacqueline Veater, Maria Iancu, Hilary Durbin, Joseph Whelan, Aska Pickering, Linda Radford.

The discussion commenced with a briefing on the Councillors' Working Party meeting on 6 July 2017. First, it was communicated that the members of the Councillors Working Party appreciate the keen interest of the Bengeo community members in BNAP. As a second point, the Councillors' Working Party believes there are still some gaps, with areas of the ward such as Great Molewood and High Molewood not currently represented in the BNAP. Also, it was agreed that the Community Steering Group should involve people and organisations with a commercial interest in the ward such as the businesses on St Andrews Street.

Next Cllr Peter Ruffles presented a very entertaining, yet challenging quiz on the Bengeo ward.

The meeting continued with a discussion on the proposed Terms of Reference for the Community Steering Group. The following points were suggested:

- The meeting should be advertised as open to the public unless the nature of the matters requires confidential discussions;
- The *Public Liability Insurance* and the *Code of Conduct* of Hertford Town Council should be made available to the members.
- The three-day notice should be amended, to allow members to be notified sooner about the upcoming meetings.
- The Terms of Reference should detail on the difference between the Neighbourhood Plan and the Action Plan as outputs of BNAP.
- A point could be added about the opportunities of the Community Steering Group to liaise with the representatives of other Neighbourhood Area Plans in Hertford to coordinate common objectives.

In addition, it was agreed that a Register of Interests will be set up to capture the members' declarations of interest. The distinction between disclosure and declaration of interests was underlined: a declaration captures not only the pecuniary interests but also any other concerns (e.g. a Community Steering Group member holding a managerial position in a local organisation; or personal biases.)

It was agreed that a Communication Group will be formed at the next meeting. The Communication Group will abide to some terms of reference that will be produced in due course.

It was established that this was a meeting of the interim Community Steering Group and the next one will be the first meeting of the Community Steering Group. In the meantime,

efforts will be made to enlarge the membership of the Group to become even more representative of the people and organisations in Bengeo ward.

The Project Consultant, Jacqueline Veater, has agreed to deliver a training session for the future working groups on 26 or 27 July (location TBC). This will cover aspects of preparing a Neighbourhood Plan.

The next meeting of the Community Steering Group will be organised on 9 August from 7.30pm at Bengeo Club (pending confirmation).

A second meeting will take place on 6 September 2017, from 7.30pm, venue TBC.

With no further business to discuss, the meeting closed at 21.30.