GILMORTON NEIGHBOURHOOD DEVELOPMENT
PLANNING GROUP

Minutes of a meeting held on
22 June 2016

Present:

Julian Kent (Chair) (JK)
Liz Phillips (LP) Julie Simpkin (JS)
David Burgess (DB) Phil Shaw (PS)
Sally Burgess (SB) Julie Shaw (JS)
Anthony Ashford (AA) Gemma Bennett (GB)
Richard Holmes (RH) Jeanne Bessey (JB)
Roy Carter (RC)

In attendance: Colin Wilkinson (Planit-X Town and Country Planning Services)

Apologies: Duncan Bennett

16/M01 PARISH COUNCIL PLANNING COMMITTEE TERMS OF REFERENCE

The Group noted that terms of reference for the Parish Council Neighbourhood Development Planning Committee were under development and would be presented to the next meeting. (ACTION: JK)

16/M02 CONSTITUTION

The Group considered Kibworth Neighbourhood Planning Group’s constitution as an example.

The Group agreed that this document would be used as the basis for developing its own constitution. The Group discussed various amendments and agreed to consider a revised draft at its next meeting. (ACTION: SB)

The Group agreed that its title would be ‘Gilmorton Neighbourhood Development Planning Group’.

The Group elected Officers as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Proposer</th>
<th>Seconded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Julian Kent</td>
<td>Richard Holmes</td>
<td>Julie Simpkin</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Richard Holmes</td>
<td>Jeanne Bessey</td>
<td>Julian Kent</td>
</tr>
<tr>
<td>Secretary</td>
<td>Sally/David Burgess</td>
<td>Julie Simpkin</td>
<td>Julian Kent</td>
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16/M03 CONSULTANT

The Group noted that Gilmorton Parish Council had appointed consultant Colin Wilkinson from Planit-X to advise on the production of the village plan.

The Group agreed to consider the menu of potential services and costs at its next meeting. (ACTION: JK to circulate).

16/M04 IMAGE

The Group agreed that local artist, Kerr Doig, would be consulted about the design of a suitable logo for the village plan. (ACTION: JK/JB)
16/M05  PROJECT PLAN

To help manage the development of the plan, the Group agreed that a project plan would be developed and kept up-to-date. Colin Wilkinson would supply a template. (ACTION: RH)

16/M06  GRANT APPLICATION

The Group agreed that once the project timeline was clearer, a grant application would be made to Locality for funding to support the development of the village plan. National Lottery funding was also a possibility. In the meantime, the intention to submit would be registered with Locality. Colin Wilkinson would advise on the process. (ACTION: RC)

16/M07  PUBLICITY

The Group agreed that a sub group to deal with Publicity matters would be established. (Action: JK/PS)

The Group agreed that an item about the development of the village plan would be submitted to Gilmorton news for inclusion in the July edition. A reply-slip would be included to collect feedback. (Action: JK)

The Group noted that the following email address had been set up to collect comments: gilmortonNDP@outlook.com

16/M08  CONSULTATION – QUESTIONNAIRE

The Group agreed that a sub group would be established to develop the consultation questionnaire for circulation to villagers and other key stakeholders. The Group aimed to consider a draft questionnaire in August 2016. (ACTION: JS/JB/LP/AA)

16/M09  CONSULTATION - LIAISON WITH BUSINESS/ SERVICES/LANDOWNERS AND DEVELOPERS

The Group agreed to compile a list of other stakeholders businesses, services, land-owner and developers who could be contacted as part of consultation with wider stakeholders. (ACTION: DB/JS)

16/M10  CONSULTATION – OPEN MORNING

The Group agreed that an Open Morning would be held in the village hall on Saturday 9 July 2106 10am to 1pm to seek the views of villagers. The event would be publicised in the Swift Flash in the preceding week.

The Group agreed that a planning meeting for the organisation of this event would take place on Tuesday 5 July at 7.30pm in the village café. (ACTION: All members)

16/M11  MEETING SCHEDULE

The Group agreed that monthly meetings would be arranged, with the next two meetings taking place as follows: (ACTION: SB)

- Wednesday 13 July, 7.30pm in the village hall
- Monday 1 August, 7.30pm in the village hall