

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:

Position	Name	Proposer	Seconded
Chair	Julian Kent	Richard Holmes	Julie Simpkin
Treasurer	Richard Holmes	Jeanne Bessey	Julian Kent
Secretary	Sally/David Burgess	Julie Simpkin	Julian Kent

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

