

GILMORTON NEIGHBOURHOOD DEVELOPMENT

PLANNING GROUP

Minutes of a meeting held on

13 July 2016

Present:

Julian Kent (Chair) (JK)

Liz Phillips (LP)

David Burgess (DJB)

Sally Burgess (SB)

Anthony Ashford (AA)

Richard Holmes (RH)

Roy Carter (RC)

Ben Herbert (BH)

Julie Simpkin (JS)

Phil Shaw (PS)

Gemma Bennett (GB)

Jeanne Bessey (JB)

Duncan Bennett (DB)

Apologies: Julie Shaw

16/M12 **Declarations of interest**

There were none.

16/M13 **Minutes of the previous meeting**

The Group approved the minutes of the meeting held on 22 June.

Proposed	Seconded
Liz Phillips	Phil Shaw

In relation to M03 about the consultant, the Group noted that the quotation supplied to the Parish Council by Planit-X had been circulated. The Group endorsed the appointment of Planit-X as the consultants to the project.

In relation to M04 about the design of a logo for the project, the Group noted that a digital image would be required and an alternative designer had been approached (Glaister).

In relation to M05 about the project plan, the Group noted that an outline draft had been circulated. It was envisaged that the draft village plan would be ready in December/January and that the next major milestone was the circulation of the questionnaire to households in August. Members were invited to send comments to RH. [ACTION: ALL]

16/M14 **PARISH COUNCIL PLANNING SUB-COMMITTEE TERMS OF REFERENCE**

The Chair reported that draft terms of reference had been developed and would be shared with the Group at its next meeting. [ACTION:JK]

16/M15 **CONSTITUTION**

Subject to minor drafting amendments, the Group approved the draft constitution.

Proposed	Seconded
Phil Shaw	Anthony Ashford

16/M16 **FINANCE SUB-GROUP**

The sub-group reported that the Group's interest in applying for a grant would be registered with Locality and that a grant application would be prepared based on projected expenditure over the next six months. (ACTION: RC)

The Group noted that the Chair would send further details of alternative potential funding bodies to RC. [ACTION: JK]

The Group noted that various small items of expenditure had been incurred in relation to the Open Morning event and proposed that the possibility of obtaining a cash 'float' for small items of expenditure should be investigated with the Clerk to the Parish Council. [ACTION: RH]

16/M17 **PUBLICITY SUB-GROUP**

The Group noted that regular up-dates of activities would be placed in the *Gilmorton News* and that the print date was the 20th of the preceding month.

16/M18 **OPEN MORNING**

The Group noted that about 100 people had attended the open morning on 9 July, which was very encouraging, and that valuable feedback had been received from the map exercises and the *Happy* and *Sad* boards. The information gained from the map exercises would be used during the preparation of the questionnaire; the feedback from the boards would be distilled and a report compiled for the next meeting. (ACTION: BH)

16/M19 **QUESTIONNAIRE SUB-GROUP**

The Group noted that work would start on this soon and that a draft would be brought to a future meeting.

16/M20 **THIRD PARTY CONSULTATION**

The Group suggested that an Open Evening could be an appropriate forum to engage developers, landowners, businesses and other third party stakeholders and that this could take place in late September.

16/M21 **DATA PROTECTION**

The Group noted that the Clerk to the Parish Council would register the Group with the Information Commissioner's Office to enable it to hold personal data for the purposes of preparing the village plan.

16/M22 **MEETING DATES**

The Group noted that the next two meetings would take place on:

- Monday 1 August, 7.30pm in the village hall
- Monday 22 August , 7.30pm in the village hall