

## **Medbourne Neighbourhood Plan Advisory Committee**

Minutes of the meeting held in the Village Hall

Tuesday 28<sup>th</sup> August 2015

**Present:** Cllr Gidley Wright, Stephen Sanderson, David Nance, Nickie Philbin, Trevor Pemberton, Meriel Godfrey, Bill Barrie, Sally Dean, Andrew Granger, Bernadette Lee (Chair) Graham Thomson (Clerk to the P.C.).

**Apologies:** Caroline Jack, Cllr Easton.

Each of the committee members were invited to issue a personal introduction of themselves by the Chair to their fellow members of the committee.

**Declarations of Interest:** G.T. Explained the significance of the Declarations of Interest forms and handed one out to all members of the committee (except Cllr Gidley Wright), requesting that all forms were returned and completed through the Chair before the next meeting of the committee. Andrew Granger requested to declare his interests before carrying on further with the meeting and prior to filling in the form. Trevor Pemberton asked whether or not there was a need to declare his corporate interests outside of the designated area. G.T. advised that all 'live' companies that Trevor Pemberton was involved in should be declared. Andrew Granger wished it to be minuted that he had manifold interests and was not comfortable with the meeting continuing without his manifold interests being declared. G.T. explained that as the meeting was inaugural, and to be about processes and concepts rather than Neighbourhood Plan specifics, that his concern was not necessary. G.T. handed out Electronic Service of Summons Consent Forms, and explained them and collected them completed. G.T. then handed out Acceptance of Office Forms (defining 'Office' as being a member of the committee), and collected them completed.

**Terms of Reference:** The Chair then handed out copies of the Terms of Reference, and asked the committee if they had any issues or points for discussion. Nickie Philbin raised a query around the allowable £50 cash spending limit without P.C. authorisation. The practicality around meeting timing with the MNPAC and the PC, was then explained by the Chair, and it was agreed that the small amount should not be an issue, as there should not be a great delay between the recommendation to spend by the committee and the resolution thereof by the P.C.. The Chair reasserts the regularity of meetings as set out in the T.O.R.'s, and asks if the T.O.R.'s are agreeable to the committee. They were found to be so.

**Independent Consultants/ Grants Available:** A discussion ensued regarding the hiring of professional consultants, with the main proponents for, being Nickie Philbin and Trevor Pemberton. Andrew Granger made the point that if the committee was directly involved in as much as possible of the NP detail, then they were more likely to 'take ownership' for the delivery and results. A view which was echoed by the Chair. G.T. explained to the committee the proper procedure around public body procurement. A discussion about income streams continued, and Trevor Pemberton asked what grants were available. Nickie Philbin explained her perception of the various different options of Locality, and Awards for All, as well as the Community Funds/Grant for which entries closed on the 20<sup>th</sup> October, and suggested the committee should apply swiftly. The Chair commented that it was unfortunately too early in the MNPAC's development, for the committee to

apply for this grant by such a deadline as we were yet to agree and outline a project plan as well as all other areas of the MNPAC's strategy, a view broadly agreed by the committee.

The Chair then started a discussion about how to garner community will and desire for N.P., picking up on a point made by Andrew Granger that Neighbourhood Plans were not all about development, but about all aspects of the community, and how the lives of that community could be affected by an effective Neighbourhood Plan.

**Appointments of Officers:** The role of Vice Chair was explained, and the appointment of David Nance as Vice Chair was recommended and agreed. The explanation of the role of Secretary ensued following a decision that the role was best divided between Sally Dean appointed as Minutes Secretary only, and Bill Barrie as co-secretary covering all other administrative aspects of the role.

The Chair then continued a discussion around dividing down different areas of the MNPAC's task and opened up the committee to choose how they could best further investigate these different areas, reporting back progress for next meeting. The areas to be discussed and members responsible, were decided as follows:

- 1) Funding and Resources – Nickie Philbin and Trevor Pemberton
- 2) Analysis of Existing Evidence – Bernadette Lee and Bill Barrie
- 3) Involvement of the community – Meriel Godfrey, Tim Gidley Wright and Stephen Sanderson
- 4) Project Planning – Bernadette Lee, David Nance and Andrew Granger

Andrew Granger made the point that he felt that Project Planning could not be discussed without covering the matter of Sustainability, a definition of which then ensued.

The Chair then requested that any agenda items for the next meeting should be addressed through her, prior to the agenda publishing date for that meeting.

Ensuing meetings were agreed to be at 7.30pm on the following dates:

23<sup>rd</sup> September, Wednesday

21<sup>st</sup> October, Wednesday

18<sup>th</sup> November, Wednesday.

With no further business declared, the meeting closed at about 21.20 hrs.