

# Medbourne Neighbourhood Plan Advisory Committee

## Minutes of the meeting held in the Village Hall

Wednesday 16 December 2015

**Present:** Councillor Easton, Councillor Gidley-Wright, Martin Delaney, Meriel Godfrey, Caroline Jack, Stephen Sanderson, David Nance, Bernadette Lee (Chair) Graham Thomson (Clerk to the P.C.).

**1. Apologies:** Bill Barrie, Sally Dean, Nickie Philbin, Trevor Pemberton

**2. Welcome:** The Chair welcomed all to the meeting and introductions were made

**3. Declarations of Interest:** None

**4. Minutes of the last meeting:** The minutes of the meeting held on 18<sup>th</sup> November 2015 were accepted as a true record

### **5. Matters Arising:**

**5.1. Website presence.** The website is now functioning and content has been added by MD. MG, MD and CJ to meet and involve other villagers to produce improved content, following which MD will format within the constraints of the website. The MNPAC Terms of Reference document could also be posted.

**MG/CJ**

**MD**

**5.2. Neighbourhood Plan Questionnaire.** The briefing was noted and can be included in the content to be published on the website

**MD**

**6. Secretarial/VC Role.** BL reported that following discussions with individuals this role would be combined and David Nance had agreed to undertake the new role. Relevant Forms were signed.

**7. District Councillor Rickman.** Unfortunately Councillor Rickman was required to attend a meeting with HDC but will try to attend a future meeting.

**8. Public Representations:** There were no members of the public present

**9. Parish Council Meeting report:** Cllr Gidley-Wright reported that the Parish Council had agreed that external support should be sought through the agreed procurement process. The Advisory Committee will need to advise the Parish Council on the specification. The PC have not heard the outcome of the funding application to HDC.

**10. Appointment of External Support.** BL informed the committee that she has gone back to the consultants to clarify the usual process for co-ordinating appointment and funding applications.

**11.** She has mapped out the process and this was circulated and agreed as acceptable. Small group to meet and prepare an outline specification for discussion at PC on 11.1.2016

**BL/DN/TG-W**

## **12.Existing Evidence**

**Review of evidence and gaps:** BB was unable to attend the meeting. The time was used to consider document management. MD has prepared a document and received comments from BL that have been included in a revised version. He briefly outlined his paper describing document management and has suggested that they are held remotely on a “cloud” system. There are a number of alternative options. A questionnaire was circulated to assess member’s needs and access, to be returned to MD. To confirm at next meeting and run a trial in the interim.

**MD**

## **13. Involvement**

**13.1. Children’s Competition** – The entries were considered and options for creating a logo and its use. Individuals in the village with Graphic design skills will be approached to identify whether they can assist. Each entry to be awarded a small prize.

**CJ**

**13.2. Landowners** – The map was shared and members were updated on the progress made with identifying who owned all land in the parish. There are still some gaps in ownership. HDC will be contacted to try to get an electronic version or additional paper copies as well as the edited electoral register. Further work will then be undertaken. Agreed that the knowledge is needed for our credibility.

**TG-W/GT**

**SS**

**14.**The meeting closed at 21.00

**Next meeting Wednesday 20th January 2016**