

Medbourne Neighbourhood Plan Advisory Committee

Minutes of the meeting held in the Village Hall

Wednesday 20 January 2016

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

- 1. Apologies:** Bill Barrie, Stephen Sanderson
- 2. Welcome:** The Chair welcomed all to the meeting. She informed the committee that Sally Dean has stood down but there are currently no plans to replace her.
- 3. Declarations of Interest:** None
- 4. Minutes of the last meeting:** The minutes of the meeting held on 16th December 2015 were accepted as a true record
- 5. Matters Arising:**
 - 5.1 Children's Competition.** The entrants have all been given a small prize and they were pleased to be informed that their designs would be incorporated into our Logo
- 6. Public Representations:** There were no members of the public present. District Councillor Mike Rickman was present but informed the meeting that he was pleased to observe but did not want to speak
- 7. Parish Council Meeting report:** Cllr Gidley-Wright reported that the Parish Council had approved our proposed specification for the procurement of external support. There was a brief discussion regarding funding to be included in the budget for meetings and Clerk support for 2016/17 but that it was hoped that this would be covered by securing grants. The Parish Council has subsequently been informed that their application to the Community Grants Scheme was unsuccessful.
- 8. Appointment of External Support.** Bernadette Lee informed the committee that a small group had met to agree the specification to ensure that the Parish Council deadline could be met. Graham Thompson confirmed that the specification had been sent to 3 potential Consulting Companies with a return date of 8 February. This will enable the bids to be circulated to all members in advance of the next MNPAC meeting on 17 February 2016. There was considerable debate as to whether all committee members should have the opportunity to meet the individual consultants. In accordance with PC procurement practice this would have to be after the 8 February return date and would have to be arranged with all three providers. This would delay the appointment process considerably. Following discussion the consensus was that the committee will consider each application in a private session at our next meeting. If the committee are unable to make a decision based on the written submissions, all three consultants will be invited to meet the committee and answer questions based on their submission. The MNPAC will then make a recommendation to the Parish Council of which Consultancy they

consider should be appointed. If the committee are able to agree a preferred provider at the February Meeting the PC will be able to ratify at their meeting of 7 March 2016 enabling support to be in place for the coming financial year.

9. Document management and existing evidence

Martin Delaney informed the group that he had set up Cloud Storage on Google Drive for all existing evidence and other documents and had asked Bill Barrie, Bernadette Lee and David Nance to try it out. They had reported that they found it easy to access and navigate around. MD gave an overview of the system and explained the document register spreadsheets that listed all documents with hyperlinks for easy access. Documents can be viewed on the Google Drive web site or copied onto individual hard drives, being kept up-to date by automatic synchronisation. All present agreed that they were happy to use this route. It was further agreed that MD would be the document coordinator and he would offer tutorials on using the system by request.

MD

10. Involvement

10.1. Website Presence – The meeting proposed and agreed at the last meeting has yet to take place. Caroline Jack reported that they have taken some photographs and arranged for a photographer to take more. They have shared some with Martin Delaney who confirmed that there would be no problem in uploading these. Caroline Jack and Meriel Godfrey agreed that they will be able to bring something to the next meeting. Nickie Philbin raised concern that it was currently very bland and could put people off. She suggested that it might be better to use the Village Hall Website which could include drop downs. Martin Delaney confirmed that they could have sub-pages on the Parish Council website. The committee agreed to continue with this process. It was suggested that we ask the Village Hall if we could have a link from their website

CJ/MG

LE

10.2. Logo – Meriel Godfrey shared what she had developed including all 3 of the children's designs. Caroline Jack has contacted a Graphic Designer and it was hoped that this could be easily developed. BL agreed to contact a second designer. There was discussion about the need for leaflets and information posters to inform village residents. It was agreed that ideas be developed but that once external support is appointed the consultants would be asked to advise on wider community engagement. Consideration needs to be given to locations for displaying publications.

CJ/MG/BL

10.3. Parish Map and electoral register – The purpose of this work is to ensure that we have information on Landowners and people who live in Medbourne. Agreed that at this time we should not put excess effort into this work until we have appointed consultants who will be likely to advise us as to where to focus our efforts.

11. The meeting closed at 20.20

Next meeting Wednesday 17th February 2016 to commence at 7.15pm as it will be followed by a closed session to consider submitted applications for external support

