



Medbourne Neighbourhood Plan Advisory Committee

Minutes of the meeting held on Wednesday 15 June 2016

Present: Bernadette Lee (Chair), Councillor Gidley-Wright, Councillor Easton, Martin Delaney, David Nance, Trevor Pemberton, Caroline Jack, Meriel Godfrey, Bill Barrie, Graham Thomson (Clerk to the PC)

In attendance: Gary Kirk, Your Locale,

1. Apologies: None

2. Welcome: The Chair welcomed all to the meeting

3. Declarations of interest: None

4. Minutes of last meeting: The minutes of the meeting held on 18 May were accepted as a true record.

5. Matters Arising

5.1. Awards for All Application

It was noted that an application had been prepared and has been submitted

5.2. Membership of MNPAC

A letter had been received from Nickie Philbin who was reluctantly resigning from the committee due to external pressures. On a more positive note an expression of interest to join the committee has been received and it is hoped that this individuals' co-option would be approved at the meeting of the Parish Council in July. It was hoped that further interest could be generated at the Open Day

6. Public Representations:

There were no representations from the member of the public present.

7. Parish Council Meeting Report

Nothing specific to report. It was agreed that a report on the consultation during the Open Event would be prepared by MNPAC and presented to the Parish Council at their meeting on 4 July 2016

8. Open Event Saturday 18 June

Gary Kirk outlined what he had prepared and the displays that would be set up for Saturday. There will be a list for those attending to sign and include their email address. They would be asked if this could be added to the list to receive updates from the village website. Committee members would be given identification. It was agreed that 2 people would be on the door to ensure that everyone was greeted and signed in. In addition one person was needed for each map and where possible provide a link to themes. Another important task for committee members is to start to put comments down so that it encourages others to do so. Refreshments are in hand. It was further agreed that it would be best to have the sign in area at the entrance to refreshments and there would be material for people to read before or after they saw the displays. MD would be setting up a laptop with information on the village website and to show the Locality video about Neighbourhood Planning.

9. Theme Groups

Gary Kirk shared a paper describing how Theme Groups usually work and what they can achieve. It was up to the committee to decide what theme groups would be necessary as they should reflect what is important to Medbourne. Housing, including Heritage is invariably a key Theme Group as is the Environment. Others such as Transport, Employment and Community Facilities and amenities may also be helpful as previously agreed. The commitment needed for Housing and the Environment would likely be significantly more than other groups. Much will depend on the level of interest expressed and generated at the Open Event. The paper tabled described the processes that help form and develop a theme group. There would be no obvious vested interest in those from professional backgrounds being involved, for example Architects and surveyors but there would be for a landowner. Theme groups do not have to follow the same procedures and can meet in private but will report back to the advisory committee. The interest in specific areas should be generated to an extent during the open day following which a final decision on groups can be made and whether additional people need to be encouraged to join Theme Groups. At least one committee member should participate and possibly lead each Theme Group.

10. Questionnaire

This agenda item was included as it was necessary to produce another questionnaire and it was important to have a plan for what was included and the timing. Following discussion it was agreed that the best approach would be to have a small group develop this taking into consideration experience from elsewhere. This would enable the committee to understand what was important

to the community. It can either be done at an early stage to help shape the work of development of the plan or as confirmation towards the end of the process. The general consensus was that it should be a continuation of the Open Day but probably after the summer period in September. An effort should be made to ensure that we publicise what we are doing in respect of Theme Groups and development of the questionnaire. Lead Group: **BB(lead)/MD/CJ/TP/ TGW**

11.New Web Page

MD reported that the combined site, developed by David Tuffs, went live on Monday 13 June 2016. The old site has been closed down but there is a link to redirect people to the new site. The new site was reported to be an improvement thanks to the significant efforts of David Tuffs and MD is updating the final sections of the MNPAC to ensure all is up to date. MD agreed to continue to act as moderator for MNPAC material.

12.Google Drive changes

MD confirmed that Google Drive hosts our own on-line data store for the group and all relevant information is present and maintained up to date. Although a large database, there is a document register with hyperlinks to assist with access. In addition to the Archive folders with read only access there are Work folders where all members have edit privileges. MD asked that members use the Work folders to keep and share all MNPAC documents making new sub-folders if needed for specific topics and Theme Groups in the future. It was agreed that this was developing into an extremely useful facility that is increasingly being used by the whole committee and should be used for collaboration in preference to sending documents by email.

The meeting closed at 20.55

Date of next meeting Wednesday 20 July 2016 at 19.30