



Medbourne Neighbourhood Plan Advisory Committee

## **Minutes of the meeting held on Wednesday 17 August 2016**

**Present:** Bernadette Lee, Tim Gidley-Wright, Lynn Easton, Meriel Godfrey, Trevor Pemberton, Bill Barrie, Paul Griffiths, Martin Delaney, David Nance

**In attendance:** Gary Kirk, Your Locale

**1. Apologies**      Caroline Jack

**2.** The Chair welcomed all to the meeting

**3.** There were no Declarations of interest or requests for dispensation

**4. Minutes of the meeting** held 15 June 2016 were approved

### **5. Matters Arising**

5.1. The PC had not yet had a response to the Awards for All application. It was agreed to check the submission date as this can indicate when a response could be expected **TG-W**

5.2. Membership of MNPAC. A reminder that members should continue to identify potential people to join the advisory committee

**6.** There were no members of the public present

**7. Parish Council Meeting Report** - there was nothing of note to report

**8. Terms of Reference** - TG-W to receive a clean copy to present to the PC  
**DN**

**9. Project Plan** - Gary Kirk was invited to comment on progress in accordance with the Project Plan. It was noted that the identification of statutory stakeholders and building the evidence base is on schedule. There has been some slippage in dates regarding the originally proposed timing of the questionnaire and the development of policy. GK advised that although we do not need to notify stakeholders until late in the process it is useful and good practice to notify them at an early stage as they often provide information as to what they believe the plan should include. It was agreed that a draft letter would be posted on Google Drive for members to comment on. It would then be sent to the relevant

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authorities. (Where possible by email). It was agreed that the Project Plan should be a standing item on the MNPAC agenda and progress reviewed at every meeting. **BL/DN**

There was further discussion relating to agreeing a vision statement. There were different views as to how to take this forward but agreed that the Theme Group leads should take this forward.

- 10. Questionnaire** – Bill Barrie outlined the approach that the sub-group planned to take and the type of scoring they intended to use. It was agreed that the draft would be placed on Google Drive and comments should be made in advance of the meeting of 21 September where further discussion will take place. There was a discussion regarding the inclusion of a map in the questionnaire. BL will check if the map previously sent by Graham Thomson is suitable, if not a map will be requested from HDC. **ALL**

- 11. Revised SHLAA** – to note that there was a revised SHLAA which is available in the MNPAC Google Drive file.

- 12. Feedback from Open Event** - GK had prepared a previously circulated paper but added that in his opinion this was a well-planned day and successful in the numbers attending, the information obtained, acknowledging the difference of opinion and contrasting views. **BL/GK**

- 13. Theme Groups** – BL reminded the Advisory Committee of the paper that GK had circulated describing the role. Your Locale would be providing Consultants to facilitate the groups and it was agreed to merge some of the themes so that there are three groups. GK was invited to describe how this might work. His experience was that the best way to start would be a launch event where all those who had expressed an interest in being involved with one or more Theme Groups would be invited and their role explained. They would then split into groups to discuss a way forward. Theme groups would then meet for 3 to 4 months to complete the work. It was acknowledged that there is crossover on certain issues between groups and leads will need to meet together to ensure that they are complimentary. Where people have put their names down for more than one group they will be approached to confirm which they prefer. A revised list of Theme Groups and members will be made available. The launch will be held following a shortened committee meeting on 21st September.
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An email invite to each of the Theme Group volunteers asking them to attend the event will need to be sent **BL/TG-W/DN**

**Date of next meeting Wednesday 21 September 2016 at 18.30**

**This will be followed by the Theme Group Launch at 19.30**

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