

## Minutes of the Neighbourhood Plan Working group held on Friday 12 September 2014

1. Present: John Jeynes (JJ), Alastair Shankland (minutes) (AS), Carol Kambites (CK), Vicky Redding (VR), Terry Webb (TW), Elin Tattersall (ET), Clare Sheridan (Chair). (CT)
2. Apologies for Absence: Chris Cowcher, Agnieszka Paszkiewicz, Gary Powell, Hugh Garai, Rob Waite, Anna Creed, Ben Creed
3. Declarations of Interest: none
4. Approval of the minutes of the Neighbourhood Plan Working Group held on 28 August 2014:

Minutes were agreed as correct, other than addition of CS to apologies and reword the first sentence elaborating on consultation activities undertaken by TW and JJ.

Actions from minutes were run through:

- AS/VR outlined revised budget position as a response to meeting with ET (GRCC) where strategy for remaining Locality grant budget. Application to vary use of remaining funds to be submitted imminently when capacity is available.
- VR requested AS to pass second questionnaire for revising.

Other items covered below.

5. Budget breakdown & expenditure to date and project health check

AS and VR had met with ET to seek detail guidance regarding budget underspend. It had been agreed that GRCC would assist in the development of the plan up to Christmas to further develop position that working group had develop commissioned continuing professional services.

JJ suggested that working group should look at producing the framework for the draft neighbourhood plan. **ACTION** AS to contact Isight (Steve Palmer) and cost this work.

**ACTION** AS to meet with VR to continue to develop budget position.

6. User group consultation planning

Investigating Stonehouse

AS reported contacting organisers and was awaiting conformation of space.

It was required by members present that this event should be accompanied by materials with the objectives to be developed in the following workshop, a single page 'next-steps' update and uploading a electronic survey to the NP website.

AS, CC CK had arranged meeting to prepare materials for event.

Business event

AS updated working group with flyer produced by the Council and AS to promote event.

Upon review working group questioned required the flyer to be reworked believing that most small commercial entities would not regard themselves as 'companies' rather as a 'business'.

The group as questioned the time selected, although no alternative could be arrived at.

Invite would be revised and delivered to all High St businesses w/c 29 September 14.

7. Any Other Business

8. Workshop session led by ET

9. Next Meeting Date

Meeting date Thursday, 25 September 2014.