



Great Bowden Neighbourhood Plan

Meeting 1 - Wednesday 20th January, 8pm, Village Hall

In Attendance

Gary Kirk, Peter Mitchell, John Coombs, Jim Culkin, Liz Thomas, Anne French, Paul Claxton, Richard Henwood Tony Hipgrave, Natalie Holmes.

Apologies

None

1. Chair/Secretarial Roles

It was agreed that positions would be taken by: Peter Mitchell – Chairperson, John Coombs - Vice Chair, Natalie Holmes – Secretary

2. Presentation / Funding

Gary Kirk presented an overview of the Neighbourhood Planning process. It was discussed that we could gain funding for the entire project and that those funding bids need to be in sooner rather than later. Locality <http://locality.org.uk> and Heritage Lottery Fund <https://www.hlf.org.uk> Apply – 1st week of April but have prepared beforehand.

As we know the Neighbourhood Plan is imperative to assist in future planning decisions that will be acceptable to the residents and community of Great Bowden. The Plan holds statutory weight for quantity, style, mix, location, material choice, homes for farmworkers, green spaces, bio-diversity, protection of trees and hedges, retention of conservation aspects, creation of walk and cycle ways to name a few.

3. Moving forward

We need to modify the terms of reference to make them appropriate for GB and to circulate suggested changes/additions for consideration by the committee. To prepare a suitable skills audit so that each member of the committee can complete it and we'll know what the collective skills are and what the skill gaps are.

4. Promotion/Logo competition

NH would contact the school to ask children to design a logo for the Neighbourhood Plan. This would become the logo used for paperwork alongside the Parish Councils details.

Deadline – Friday 29th January

A dedicated page for the Neighbourhood Plan on the Parish Council website to be set up. Plus all minutes of meetings to be added to GBPC site and Facebook page as well as the village noticeboard. When holding meetings we need to capture peoples contact details and offer a list of 'interest in' options to tick.

Village newsletters have submissions deadlines of: 7th Feb / Spring issue, 7th May / Summer Issue, 7th August / Autumn Issue and 7th November / Winter Issue.

Web page completed - <http://greatbowden.leicestershireparishcouncils.org/neighbourhood-plan.html>

5. Research

We need to identify stakeholders, community groups, businesses, land owners, utilities, faith groups, environment agency, to let them know we are starting the process and would welcome input.

Timescale – by end of Feb 2016

We need to look at census information and establish housing need for our evidence base as well as the socio economic profile.

Timescale – by mid May 2016

6. Support of Knowledgebase

Identify other residents who may be able to offer expertise and experience on items such as history, traffic, planning, housing, environment, drainage etc.

7. Other Business

The Advisory Committee agreed that it would establish its operational arrangements and finalise its relationship as a Committee of the Parish Council at its next meeting on the 25th February 2016. Once this has been confirmed, future meetings of the group will be open to the public who will be welcome to attend

Close of meeting 10pm

Next Meeting Date Thursday 25th February, 7pm @ Community Pavilion

OG = on-going/standing decisions
 OA = overdue action required
 C = complete

POINT	PROPOSAL/SUBJECT	AGREEMENT/ REQUIRED FURTHER ACTION	RESPONSIBILITY	STATUS	COMPLETION TARGET DATE
2	Apply for funding	Prepare suitable bids	Lead Gary Kirk		08/04/2016
3	Promotion	Request GB Academy to run a logo competition	Natalie	C	29/01/2016
3	Promotion	Add a Neighbourhood Plan Page to GBPC website	Natalie	C	Complete
5	Identify Stakeholders	Research various databases, publicity, direct contact via letter etc	Gary/Peter/John/ Natalie/All		29/02/2016
5	Build evidence base	Consult census information, establish housing need and consider the socio economic profile.	Peter/John/ Natalie/All		16/05/2016
4	Produce a Vision Statement	To be agreed	Peter/John/All		18/03/2016
3	Governance arrangements	To modify a terms of reference template so that it is suitable for Great Bowden	Peter		15/02/2016
3	Draft a skills audit	To be completed by members of the committee	Peter/All		ASAP
6	Additional support	Identify and recruit other residents who can offer particular expertise	All		31/05/2016