

**Minutes of the Neighbourhood Plan Project Team meeting**  
Held at St Peter's Rooms on Tuesday 1<sup>st</sup> May 2018 at 7.30 p.m.

PCO =  
Parish  
Council  
Office

**Membership**

	P Reedman	Chairman & Project Manager
	M Pinks	Secretary
	Mike Ader	
	Tom Anderson	
	Helen Beal	
	Jennifer Boniface	
	Tom Flint	
A	Cath Haywood	
A	Joanna Jagiello	
A	Peter Johnson Marshall	
A	Jonathan Smith	
	Gavin Walker	
	Ian Wilson	

Persons absent are marked 'A'

Persons representing the Parish Council on other business are marked 'O'

Also in Attendance

Claire Dorans          Parish Clerk  
1 member of  
the public

NP. 18/05/14 Apologies for Absence

Apologies for absence were received from Peter Johnson Marshall,  
Jonathan Smith, Cath Haywood & Joanna Jagiello

NP. 18/05/15 Declaration of Member's Interests and Dispensations for non-participation

None declared.

NP. 18/05/16 Minutes

The minutes of the meeting held on 1<sup>st</sup> May 2018, having previously  
been circulated, were confirmed as a correct record and signed by the  
Chairman.

NP. 18/05/17 Motion for Adjournment

No members of the public wished to speak.

**Committee in Session**

NP. 18/05/18 Action List Update

An update on actions resulting from recommendations had previously been circulated.

Project Team members provided further updates to the list.

The Project Team noted this information.

NP. 18/05/19 Update from Consultant Focus Group

Urban Imprint were to be asked to make changes to the Technical Baseline Report

Urban Imprint would be gathering data for the Landscape & Townscape document prior to the consultation event.

Urban Imprint had sent a new cost and time schedule and the tracker had been created which would be updated as costs were incurred and income received.

The Rushcliffe Borough Council representative , John King, had been contacted and would be attending the Tuesday 5<sup>th</sup> June Consultation Event, he had provided 2 x A1 maps for the event showing the Conservation Area, Flood Risk and Listed Buildings.

NP. 18/05/20 Update from Marketing & Community Engagement Focus Group

Materials for the Consultation Events have been ordered (banners, pop-ups, leaflets) True Story were to provide 9 x A1 Mood Boards. Village Plan volunteers had offered to serve refreshments to Consultation Event attendees, Borough & County Councillors to be approached for tea/ coffee & biscuit donations.

Paul Reedman to approach Rushcliffe School to see if they would allow Ruddington students time to complete the survey.

Gavin Walker was providing A3 printouts for the events.

Focus Groups sessions to be arranged and a leaflet drive on the business park had been organised.

Interview morning to be held on 30<sup>th</sup> June outside the Co-op using St Peter's Lounge as a location to complete questionnaires.

Helen Beal was thanked for recruiting the volunteers to deliver the leaflets and Martin Brownnett was thanked for collating the leaflets for delivery.

**Resolved that:** Delegated authority would be given to purchase t-shirts with the Neighbourhood Plan logo on for a maximum cost of £150.00.

Date of Next Meetings: 3<sup>rd</sup> July 2018 7.30pm St Peters Rooms

Meeting closed at 8.53pm

Committee Chairman