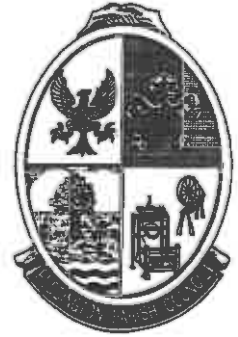


**RUDDINGTON  
PARISH COUNCIL**

St. Peter's Rooms, Church Street,  
Ruddington, Nottingham. NG11 6HA



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**Neighbourhood Plan Project Team Meeting**

**Date:** Tuesday 20<sup>th</sup> February 2018  
Commencing at 7:30pm.

**Venue:** St Peter's Rooms  
Church Street

You are requested to attend a meeting of the above Sub-Committee which is to be held at the time/place and on the date mentioned above for the purpose of transacting the business on the agenda below. The order of business may be changed.

**Please note: This meeting will be recorded.**

Clerk to the Council

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**AGENDA**

1. Apologies for absence
2. Declarations of members' interests and dispensations from non-participation
3. To confirm the minutes of meeting held on 23rd January 2018
4. MOTION FOR ADJOURNMENT - during the adjournment members of the public may make statements on agenda items
5. Action List Update (encl.-)
6. Update from Consultant Focus Group
7. To decide whether to agree to the Consultant Focus Group's recommendation
8. Update from Marketing & Community Engagement Focus Group
9. To decide whether to agree to Marketing & Community Engagement Focus Group's recommendation
10. Grant Decisions – To make decisions on what the grant should be applied for
11. Date of Next Meeting

## RUDDINGTON PARISH COUNCIL

**Minutes of the Neighbourhood Plan Project Team meeting**

Held at St Peter's Rooms on Tuesday 23rd January 2018 at 7.30 p.m.

PCO =  
Parish  
Council  
Office**Membership**

A	Mrs Y Lishman	Chairman
	M Pinks	Secretary
	P Reedman	Project Manager
	Mike Ader	
	Tom Anderson	
	Helen Beal	
A	Jennifer Boniface	
	Tom Flint	
	Cath Haywood	
	Joanna Jagiello	
	Peter Johnson Marshall	
Resigned	Sarah Robertson	
	Johnathan 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

Paul Reedman was elected Chairman for the purpose of this meeting.

NP. 18/01/01 Apologies for Absence

Apologies for absence were received from Y Lishman and Jennifer Boniface. Sarah Robertson had sent her resignation due to personal commitments

NP. 18/01/02 Declaration of Member's Interests and Dispensations for non-participation

None declared.

NP. 18/01/03 Minutes

The minutes of the meeting held on 6<sup>th</sup> December 2017, having previously been circulated, were confirmed as a correct record and signed by the Chairman.

NP. 18/01/04 Motion for Adjournment

No members of the public wished to speak.

**Committee in Session**

NP. 18/01/05 Action List Update

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

The Project Team noted this information.

NP. 18/01/06 Update from Consultant Focus Group

4 firms were contacted for quotes, 1 declined to submit a quote, the other 3 submitted a quote by the deadline date.

NP. 18/01/07 Recommendation from Consultant Focus Group

**Resolved that:** Focus group to meet on 5<sup>th</sup> February to discuss the quotes and would either recommend a consultant at the next meeting or will invite 2 of the Consultants to give a presentation to the Project Team at a date to be agreed.

NP. 18/01/08 Update from Marketing Focus Group

Paul Reedman offered to attend meetings in place of Yvonne Lishman. Further discussion during the Community Engagement Focus Group Update meant that this was unnecessary.

NP. 18/01/09 Recommendation from Marketing Focus Group

**Resolved that:** The suggested logo is adopted

NP. 18/01/10 Update from Community Engagement Focus Group

Planned to hold a public consultation event on a Tuesday and a Saturday to attempt to reach wide audience and consult with harder to reach groups separately if necessary. Subject areas the NP should include to be decided by the consultation. Had devised a scoring system to decide the Core subject areas and the topics within it. Would want Consultants to advise if methodology sound.

NP. 18/01/11 Recommendation from Community Engagement Focus Group

**Resolved that:**

1. The Marketing and the Community Engagement Focus Groups are

merged.

2. The Project Team members to score the Core & Topics as discussed and send with any comments to Mark Pinks by 6<sup>th</sup> February 2018
3. Nothing to be put into The Rudd at this time

NP. 18/01/12 Grant Application

To revisit this once a Consultant has been appointed and a print method decided

NP. 18/01/13 East Leake Parish Council Open Letter

Discussed response from John King of Rushcliffe Borough Council. Agreed that expectations needs to be managed to ensure residents are clear what the Neighbourhood Plan can and cannot achieve. No further action to be taken.

Date of Next Meeting: 20th February 2018 7.30pm St Peters Rooms  
Meeting closed at 9.09pm

Committee Chairman

<b>Neighbourhood Plan Project Team Meeting Action List</b>		<b>Agenda Item 5 Updated to 8<sup>th</sup> February 2018</b>
<u>NP. 17/11/12 Media Strategy</u>		
1. Joanna Jagiello to be added as an admin of the Facebook page	PR	Complete
2. Twitter Page to be created	MP	Complete
3. Domain & Mailboxes to be sourced	TA & PCO	Complete
4. Create a Neighbourhood Plan page on the Parish Council website	PCO	Link to be created to NP website
5. Create a logo	GW	Complete
<u>NP. 17/11/13 Budget/Funding</u>		
Investigate how much it cost Radcliffe, Keyworth & East Leake to produce a Neighbourhood Plan	MP	Complete
Submit a provisional budget of £20,000 for Neighbourhood Plan	PCO	Budget Approved at Parish Council Meeting on 30.1.18
<u>NP. 17/12/10 Next Steps</u>		
1. Neighbourhood Plan website to be set up and paid for		Complete
2. Neighbourhood Plan webpage to be added to the Parish Council website	PCO	Link to be created to NP website

PCO = Parish Council Office

YL = Yvonne Lishman

MA = Mike Ader

HB = Helen Beal

GW = Gavin Walker

JB = Jennifer Boniface

TF = Tom Flint

CH = Cath Haywood

PR = Paul Reedman

JJ = Joanna Jagiello

JS = Johnathan Smith

IW = Ian Wilson

PJM = Peter Johnson Marshall

MP = Mark Pinks

TA = Tom Anderson