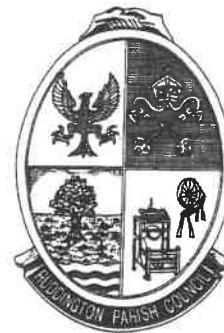


**RUDDINGTON  
PARISH COUNCIL**

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



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**Neighbourhood Plan Project Team Meeting**

**Date:** Tuesday 3<sup>rd</sup> July 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.**

A handwritten signature in black ink, appearing to read 'S. Doran'.

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 24<sup>th</sup> May 2018
4. MOTION FOR ADJOURNMENT - during the adjournment members of the public may make statements on agenda items
5. Action List Update (encl.-)
6. Consultation Events – Review of events
7. Focus Group Interviews – Review of Interviews/consultation
8. Interview Morning – Review of Activity
9. Survey Monkey – Review of completed questionnaires
10. Update & Recommendation from Consultant Focus Group – To receive update and decide whether to approve any recommendations
11. Update & Recommendation from Marketing & Community Engagement Focus Group – To receive update and decide whether to approve any recommendations

12. MOTION FOR ADJOURNMENT - Question & Answer Session (Maximum length 30mins)

13. Date of Next Meeting

RUDDINGTON PARISH COUNCIL

**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.

Action

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

<b>Neighbourhood Plan Project Team Meeting Action List</b>		<b>Agenda Item 5 Updated to 25<sup>th</sup> June 2018</b>
<u>NP. 18/05/07 Update from Consultant Focus Group</u>  Produce chart to track progress of spend against budget	JB	Complete
<u>NP. 18/05/08 Grant Funding</u>  <b>Resolved that:</b> The Clerk is given delegated responsibility to apply for the grant in stages as is necessary, reporting to the Consultant Focus Group at each stage in regards to how much has been applied for and when amounts have been approved by the funding body.	PCO	Complete
<u>NP. 18/05/09 Update from Marketing &amp; Community Engagement Focus Group</u>  Produce a list of groups to approach to engage with	MCEFG	Complete
<u>NP. 18/05/12 Privacy Policy</u>  1. Urban Imprint would be added to the policy as one of the organisations that information would be shared with under the 'Sharing of Personal Data' heading. 2. The Clerk would update Cllr Pinks as soon as the Parish Council's Privacy Notice was updated to enable him to update the Neighbourhood Plan Privacy Policy	MP	Complete
	PCO	Complete

PCO = Parish Council Office  
 Community Engagement Focus Group

MA = Mike Ader  
 CFC = Consultants Focus Group

HB = Helen Beal

MCEFG = Marketing &  
 GW = Gavin Walker

TA = Tom Anderson

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