

**MINUTES OF THE MEETING OF GREAT BARTON NEIGHBOURHOOD PLAN
STEERING COMMITTEE ON WEDNESDAY 13 APRIL 2016 COMMENCING AT 7.30 PM**

Item	<u>Present</u>	Action
	<p>Parish Councillors: Nicky Crouch, Ed Gibson (from 8.35pm) and Philip Reeve. Local Residents: Vivien Bodnar, Derek Caley, Roger Davidson, Jamie Gilmour, Clare Higson, Andrew Mallett, Graham Tee and Joshua Vallance. Parish Council Clerk: Linda Harley, Neighbourhood Plan Clerk: Sheila Deare.</p> <p><u>Apologies:</u> Parish Councillor Matthew Parker</p>	
1.0	<p>Vivien Bodnar, proposed by Philip Reeve and seconded by Nicky Crouch, was appointed Chair of the Committee. Clare Higson, proposed by Nicky Crouch and seconded by Philip Reeve, was appointed Deputy Chair.</p>	
2.0	<p>Parish Councillors: Nicky Crouch, Ed Gibson (from 8.35pm) and Philip Reeve, and Local Residents: Jamie Gilmour, Andrew Mallett and Joshua Vallance were appointed as members of the steering group. Roger Davidson and Graham Tee volunteered to assist on specific aspects of the plan as required. It was agreed that the Steering Committee would need to identify volunteers from the Parish to assist with the development of the Neighbourhood Plan.</p>	All
3.0	<p>Some Non-Council members queried the necessity of completing the same Register of Members Interest forms as required by Parish Council Members. In particular personal information being posted on the website. Some members advised that they would not be willing to sit on the Steering Committee if their personal data had to be in the public domain, Linda Harley will check the formal status of the committee and if there were any legal requirements.</p>	LH
4.0	<p>There were no declaration of interests in relation to any agenda item.</p>	
5.0	<p>The Terms of Reference were discussed and amendments suggested. It was agreed to revise the Terms of Reference, circulate the revision for comment by Committee Members prior to forwarding to the Parish Council for their agreement. The draft minutes of the Neighbourhood Planning meeting held on 23 March 2016 would also be circulated for comment.</p>	SD SD
6.0	<p>Philip Reeve, Chair of the Parish Council had already submitted a draft application to St Edmundsbury Borough Council (SEBC) for the whole Parish of Great Barton to be the designated area for the Neighbourhood Plan. This was to be discussed with SEBC on 21st April 2016. It was hoped to submit the formal application shortly thereafter.</p>	PR
7.0	<p>There was an initial discussion of the scope of the Neighbourhood Plan and it was suggested that it should include at least Transport, Design, Housing and Community Facilities. Andrew Mallett had prepared a set of powerpoint slides showing what would be needed in the Project Plan. It was agreed that this presentation should be circulated and discussed in detail at the next meeting.</p>	SD
8.0	<p>Nicky Crouch will provide an update on the Neighbourhood Plan at the Parish Council AGM. It was agreed that this was a good opportunity to recruit further</p>	

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<p>9.0</p>	<p>volunteers to assist with the Plan. It was agreed that as many Committee members as possible would attend the AGM and encourage others to assist.</p> <p>Date of Next Meeting Wednesday 4 May 2016, 7.30 - 9.30pm in Village Hall.</p> <p>.....Sign & Date</p> <p>.....Print name.</p> <p>CHAIRMAN</p> <p>Signed as confirmation that they are a true record.</p>	<p>All</p> <p>SD</p>
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