

**MINUTES OF THE MEETING OF GREAT BARTON NEIGHBOURHOOD PLAN
STEERING COMMITTEE ON WEDNESDAY 18 MAY 2016 COMMENCING AT 7.30 PM**

Item	<u>Present</u>	Action															
	<p>Parish Councillors: Nicky Crouch, Ed Gibson and Philip Reeve. Local Residents: Vivien Bodnar, Jamie Gilmour, Clare Higson and Andrew Mallett. Parish Councillor Peter Fisk was also present and 3 members of the public. Neighbourhood Plan Clerk: Sheila Deare.</p>																
	<p>Apologies for absence were received from Josh Vallance.</p>																
1	<p>The minutes for 4 May 2016 were approved.</p>																
2	<p>Andrew Mallett presented a PowerPoint 'Neighbourhood Plan Project' to illustrate what the process of making a plan involved and the ideas raised lead the discussion.</p>																
	<p>Groups and leaders were proposed as follows:</p> <table border="0"> <tr> <td>Housing</td> <td>Nicky Crouch</td> <td>NC</td> </tr> <tr> <td>Business & Employment</td> <td>Ed Gibson</td> <td>EG</td> </tr> <tr> <td>Transport</td> <td>Clare Higson</td> <td>CH</td> </tr> <tr> <td>Community Facilities</td> <td>Jamie Gilmour</td> <td>JG</td> </tr> <tr> <td>Environment & Character</td> <td>Andrew Garnham to be asked Nicky Crouch</td> <td>NC</td> </tr> </table>	Housing	Nicky Crouch	NC	Business & Employment	Ed Gibson	EG	Transport	Clare Higson	CH	Community Facilities	Jamie Gilmour	JG	Environment & Character	Andrew Garnham to be asked Nicky Crouch	NC	
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	<p>Other people who have expressed an interest in particular areas will be approached to help the groups.</p>	SD															
	<p>The Neighbourhood Plan process involves deciding what evidence is already available and what is needed. An Issues Options Document will need to be prepared and there will need to be a Public Consultation Document. The feedback will be analysed and a preferred option document produced.</p>																
	<p>Each phase will need to be submitted to the Neighbourhood Plan Executive Committee for agreement.</p>	VB/SD															
	<p>These are the early stages of the process to eventually submit the Plan to St Edmundsbury Borough Council. Nicky Crouch will prepare an outline the consultation process for the Working Group.</p>	NC															
	<p>At the next meeting of the Neighbourhood Plan Working Group, the Housing and the Transport groups will report back about what needs to be done, how they propose to achieve it and the information required. The following meeting will discuss the other three groups. If possible, the ideas should be made available before the meetings, for others to consider</p>																
	<p>The obtaining of information from external sources will be co-ordinated to avoid multiple approaches to organisations.</p>	VB															
	<p>Any sources which need funding will need to be identified so that an accurate time line, Gantt chart, can be devised.</p>	AM															
	<p>Any funding required will require the approval of the Executive Committee and</p>																

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<p>they will be responsible for making any grant application.</p>	<p>SD</p>
<p>Each group paper produced will be peer audited. Decisions about how documents are stored and are available for other members will need to be considered.</p>	<p>SD/AM</p>
<p>Once the five plans have been signed off by the working group they will need to be reviewed by the Neighbourhood Plan Executive Committee.</p>	<p>SD</p>
<p>Date of Next Meeting Wednesday 8 June 2016, 7.30 - 9.30pm in the Village Hall. This will be followed by another meeting will be on 22 June 2016.</p>	
<p>.</p>	
<p>.....Sign & Date</p>	
<p>.....Print Name.</p>	
<p>CHAIRMAN</p>	
<p>Signed as confirmation that they are a true record.</p>	