



Linton Parish

(Bromsash, Gorsley & Linton)

Neighbourhood Development Plan

Minutes of Steering Group Meeting

on Thursday 22nd March 2018, 07.30pm

At Gorsley Village Hall (Committee Room)

Attended: Andy Reeves (AR); Jane Reeves (JR); Luci Watkins (LW); Chris Stafford (CS); Tony Chaloner (TC); Suzie Keown-Boyd (SKB); Peter de la Billiere; Bridget de la Billiere; Jon Lanceley (JL); Paul Crumpton; Iain Houston; Lucy Godfrey –Porter (LGP); David Jones; Jane Bradney; Elizabeth Malcolm (EM)

Apologies received: Sacha Morley; Carole Smallwood; Karen Crumpton

1. **LW welcomed** all to the meeting and gave a brief summary of events and actions to date.
2. **Declaration of Interests** – EM circulated a sign-in sheet and asked all to ensure they had entered relevant details to ensure transparency.
3. **Minutes of Steering Group** meeting held on 22nd February 2018 were approved & signed by LW.
4. **Communication Strategy** – SKB presented the communication strategy drafted by CS, SKB, TC & JR. Following discussion between the group the communication strategy was approved as a living document, which will be updated if/when necessary throughout the NDP process.

Next Steps:

- **AR** will draft a list of stakeholders (excluding landowners not residing in the area) and send this to Elizabeth for circulation and adding to.
- **Suzie KB** will pull a list together of landowners not residing in the area.
- **LW & LGP** to draft NDP website pages layout
- New Parish Council Website has been approved and changeover to be done during April. **LW, AR & EM** to liaise on this.
- **LW** to ensure there is an update in the Chimes by submitted first week of April via **EM** and Carole Smallwood to meet the May chimes deadlines
- PC to request photos for the website from the Linton & District History Society and any others.
- Identify local printing firms and price lists – discussed & decided to delay until later date

5. **Planning consultant** – JR produced a consultant brief which details exactly what we need a consultant to do for us. The brief was discussed & approved by the SG.

Next Steps:

- Consultants identified are:
 - Data Orchard
 - David Nicholson
 - Place Studios
 - Kirkwells
- **JR** to send the brief to the planning consultants and ask them to itemise the costs on each line.

6. **Budget & Grant Application** – AR presented a draft budget sheet for the whole NDP project, which was discussed & approved by the group members. The SG agreed the initial grant application to be prepared & submitted as soon as possible once the application windows opens on 3rd April 2018 and further cost details are clarified via consultants.

Next Steps:

- **EM & AR** will make application for the initial grant as soon as possible following 3rd April.

7. **Review Project Plan** – Now that we have our communication strategy, budget sheet and consultant brief approved, next steps were decided following consultation with the Project Plan. The SG approved the Project Plan to also be a living document subject to any updates as we move through the NDP process.

8. **Communication between SG & working parties** - discuss & agree flow of information.

- **JL** to research & recommend method for sharing documents by the steering committee, e.g. dropbox
- Agreed all documents **MUST** be dated and initialled by issuer (not version number.)

9. **AOB**

- **JL** to look into logo & title improvements to make them easier to use when drafting documents.
- **LW** change plan title to Bromsash, Gorsley & Linton Neighbourhood Development Plan.
- **LW** to confirm with Stephanie Kitto (SK) regarding attending the next steering group meeting
- **LW** to get feedback from SK on whether we need to consult landowners at this stage or merely residents, institution / societies and businesses located in the parish.

10. To confirm the date of next meeting scheduled for **Thursday 26th April 2018 in Gorsley Village Hall.**