

## Woodhouse Parish Neighbourhood Plan Advisory Group

### MINUTES of the meeting held Thursday January 24<sup>th</sup>, 2018, 7-9pm, Annexe, Woodhouse Eaves

**Present:** Gary Kirk (YourLocale), Neil Davidson, Chris Drane, Mark Elliot, Ann Irving (PC Clerk), Merrin Pearce, Iqbal Rassool, Tim Sault (PC Cllr), Peter Searancke [PC Cllr], Malcolm Whitmore

**Absent/Apologies:** Richard Mollart, Kate Moore, Cathy Schou, John Owens, Jill Taylor [PC Cllr]

ITEM	WHO	MEETING NOTES		
Minutes of 30 October Meeting	AG	Approved		
NP Status Summary	Merrin Pearce	<p>1. Following the Key Issues Workshop 5 Dec 2018, the Advisory Group voiced concerns to the Chair about the suitability of the RCC for the next phase of the project.</p> <p>2. The AG chair consulted with other NP groups and obtained a strong endorsement of YourLocale from more than one group.</p> <p>3. The AG Chair invited YourLocale and RCC to present to the group on 24 Jan 2019, outlining their approach, likely costs and timings for next phase. YourLocale presented in person, the RCC submitted a written proposal.</p> <p>4. After a brief discussion, AG members agreed a preference for YourLocale and wish to recommend it to the PC.</p> <p>5. YourLocale's proposed costings were comparable with the estimates provided by the RCC, but the expertise and facilitated theme group approach to policy development was considered more suitable to this NP group at this stage in its work.</p>		
YourLocale Presentation	Gary Kirk	YourLocale is a dedicated NP consultancy. Supports Parishes undertaking NP. YourLocale also engages housing, environmental and other specialists as required to support the development of each individual NP. Have supported 24 NPs to pass referendum. A further 25 parishes in progress. Rough costings, style of approach and process were outlined. Formal quotation to be submitted - see below.		
Neighbourhood Plan - Next Steps	AG	In principal, group agrees to recommend YourLocale over RCC. Chair to obtain quote from YourLocale and pass to PC for review at Parish Council meeting Friday 4th Feb. Neil, Chris, Ann, Merrin to discuss budget and project plan with YourLocale. Time/date TBC		
Treasurer's summary	Chris Drane	<p><b>Phase 1 Funding:</b> Locality Grant £4651 Parish Council £5000 <b>£9651</b></p>	<p><b>Spend to date:</b> RCC invoice paid £6,600 gross (5,500 ex VAT) Marketing £60 Room Hire N/A (<i>PC Clarified: The rooms we have used for meetings and events are costed for the grant applications but as the council owns the buildings, this is a virtual cost only</i>) <b>£6,660</b></p>	<p><b>Remaining Balance:</b> <b>£2991</b> Add VAT return £1100 <b>TOTAL £4091</b></p>
Funding and Finance Procedure	PC	<p>Phase 1 has been funded by a grant from Locality, apart from some minor expenses incurred before the grant application went in. Phase 2 should be covered by a grant from Awards for All, part of the National Lottery, PC is preparing the application. Gary Kirk to confirm with PC whether this fund is still available. In case grants can't cover everything, the council has included a sum in its 2019-20 budget.</p> <p>The parish council holds the funds due to external national governance requirements but Chris Drane will monitor expenditure and income and report to the AG each meeting.</p>		

<b>Woodhouse Parish Community Fair</b>	<b>Merrin</b>	<p>Group agreed to have a Neighbourhood Plan stall at Fair 24th March. Seen as a good route to communicate progress to date to the community; and to encourage continued community engagement and support.</p> <p>Merrin to submit application by 31st Jan.</p>
<b>Date and time of next meeting</b>	<b>AG</b>	<b>Next Group Meeting 6:30pm, Thursday 7th Feb, Annexe, Woodhouse Eaves</b>