



## **WOOTTON AND ST HELEN WITHOUT JOINT NEIGHBOURHOOD PLAN - JOINT MONITORING COMMITTEE**

**MEETING MINUTES 25<sup>TH</sup> November 2017**

### **Call to order**

A meeting of the Neighbourhood Plan Joint Monitoring Committee was held at Wootton and Dry Sandford Community Centre on 25<sup>th</sup> November 2017. 09:00.

### **Attendees**

Attendees:

Ian Bristow (IRB), Lawrence Brockliss, Val Shaw, Vicki Talbot, Michael Page, Caroline Parkin, George Edmonds-Brown, Eileen Langley, Ted Carter, Mark Fysh, Madeleine Russell, Richard Bahu (invited guest).

### **Apologies**

None

### **Items discussed**

1. Appointment of Nigel McGurk as a consultant.

Agreed. NM is a specialist in NP and as such should be appointed. RB asked to attend and provide background for discussion on NM procurement. Companies had been contacted to tender. A couple were not prepared to quote due to time constraints, another no longer carried out the work we required and the ones who did quote were much in line with Nigel McGurk's proposed rate. It was agreed unanimously that every reasonable effort had been made to fulfil the requirement of obtaining quotations and that Nigel McGurk should be appointed. It was agreed that if no further tender responses were forthcoming within seven days then our decision to appoint NM would stand. Further details in SG.

2. Other Consultancies.



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Other consultancies may be used for things such as character assessments and these will be procured using a tendering process.

3. NP Steering Group.

- a. Rules for Meetings being quorate.

Agreed that at least one PC from each PC should attend for a meeting to be quorate. Further details in SG.

- b. Membership of the steering group.

SG Membership remains steady.

- c. Councillor participation.

Agreed. PC participation should be active and all re-affirmed commitment to SG.

4. Funding.

Discussed. Further details provided in SG Minutes.

## AoB

None.

<b>Action items</b>	<b>Owner(s)</b>	<b>Deadline</b>	<b>Status</b>
Provide updated SG Schedule	GEB	26 <sup>th</sup> Nov	Completed
Provide more quote details	GEB	26 <sup>th</sup> Nov	Completed
Provide CV of NM to all JMC	GEB	26 <sup>th</sup> Nov	Completed