

**MINUTES OF THE MEETING OF THE NEIGHBOURHOOD PLANNING WORKING GROUP HELD
ON 15TH APRIL 2013**

Present:

Cllrs Mark Houlbrook (Chair); Rachel Durant; Joe Blackham; Rob Porter

Jeremy Sherlock – Town Clerk

Jane Stimpson - DMBC

1. **Apologies** – Cllrs George Derx; Ron Powell; Annie Farrand; Carol Blackham; Susan Durant
2. **Minutes of the meeting of 11th March 2013** – the minutes were accepted as a true record. It was noted that the Spring Clean event was a success, and that it bios intended to hold a follow up in Moorends.
3. **Working Group Terms of Reference** – the Clerk circulated proposed Terms of Reference for the working Group. These are based on the delegation approved at Council with the Working Group preparing the Plan, and the Council making policy decisions.

Resolved that the Terms of Reference be agreed

4. **Technical Support** – the Clerk reported that he had been in contact with 2 consultants with regard to providing the Council with Technical Support. However this had not been progressed until there was further clarity about the recently announced grant assistance. Some information has been announced today which makes it clear that any technical advisors must be appropriately qualified, but otherwise there are no additional procurement requirements. It was agreed that the 2 consultants looked acceptable, but that the opportunity should be advertised to ensure transparency.
5. **Objectives and Key Issues** – the Clerk had produced a paper to allow consideration of the main issues which will form the core of the consultation. It was agreed that this would form the basis of the consultation, with some additions, and would be included as part of the Project Plan which will be produced.
6. **Website** – the website www.tmplan.org is now live. Jane Stimpson agreed to include a link on the DMBC website. Thanks were given to Cllr Durant for her work. She is also investigating the use of technology that would allow 3600

Jeremy Sherlock

Town Clerk