



## Bury Village Neighbourhood Plan Forum

### Minutes of the Meeting

Date and Time: Wednesday 10<sup>th</sup> August 2016, 7.30pm

Venue: Bury Village Hall

Attendees: Jeremy Mumford – Chair (JM)  
 Lisa Schiavo – Vice Chair (LS)  
 Jo McGlashan - Secretary (JMc)  
 Fiona Cameron (FC)  
 John Prestage - Treasurer (JP)  
 Peter Hazell (PH)

<b>1.0</b>	<b>Apologies</b>	
1.1	Apologies were received from PB, DB and RW.	
<b>2.0</b>	<b>Actions From Previous Meeting</b>	
2.1	JM will ask DB for update on questionnaire for business' in Bury.	<b>JM</b>
2.2	RW to add QR code to poster to scan to village website.	<b>RW</b>
2.3	JM is still researching the need to employ a consultant and at what stage in the process NP need to engage with one.	<b>JM</b>
<b>3.0</b>	<b>Engagement Process</b>	
3.1	<b>Survey questionnaire</b> was discussed and JM took note of recommended changes to make. The questionnaire will cost £200 + VAT to print and £30 for distribution. PH agreed that the Parish Council will provide another £200 of funding. Tesco have agreed to provide two prizes for prize draw for completing survey but have not yet said what the prizes will be.	<b>JM</b> <b>PH</b>

3.2	<b>Tesco</b> JM and LS will be attending a NP stall at Tesco on Saturday 3 <sup>rd</sup> September from 9.30am. JM asked for anyone else who is available to attend. Tesco need a copy of NP Public Liability Insurance which JP agreed to send.	<b>JP</b>
3.3	<b>Bury Garden Show</b> , Bury Parish Council have kindly agreed to share the Committee room at the village hall for the Garden show on Saturday 10 <sup>th</sup> September. JM advised he would collect the stall on the 9 <sup>th</sup> September. LS will be present at the show and JM asked for all others who could help to be there.	<b>JM ALL</b>
3.4	<b>Public Meeting Forum</b> , JM stressed that it is imperative that we get a date for this in diaries. It was decided to look at dates in 2 <sup>nd</sup> or 3 <sup>rd</sup> week of October and JM will contact Village Hall and Church Hall to see what days are available. JM will then bring these dates back to meeting to decide on which is most suitable. JM asked that everyone should note the time in their diaries and let JM know when they are free during that timeframe so that we can plan this major and critical event with all of us in attendance.	<b>JM All</b>
<b>4.0</b>	<b>Website/Facebook</b>	
4.1	PB will update questionnaire on Website.	<b>PB</b>
<b>5.0</b>	<b>Newspapers</b>	
5.1	LS asked if QR code could be added to newspaper and suggested if a QR search could be made up to encourage engagement with the process. LS to discuss with PB.	<b>LS</b>
<b>6.0</b>	<b>Project Plan, Budget and Funding</b>	
6.1	JP has taken first steps for setting up a NP bank account and JM and LS will visit bank for necessary id checks. Once bank account is open NP can make formal application to HDC for funding. To do this NP needs to submit a Business Plan detailing how it is intended to spend the requested amount of funds. JP advised he thought it would be best to run the NP financial to be the same as HDC to 31 <sup>st</sup> March.	
<b>7.0</b>	<b>Local Councils and HDC</b>	
7.1	No update	

<b>8.0</b>	<b>What do the Neighbourhood Plan Members Want?</b>	
8.1	JM asked for everyone to complete the survey on the Website.	<b>All</b>
<b>9.0</b>	<b>AOB</b>	
9.1	JM advised that Helen Boothman who took part in the completion of the Houghton & Wyton Neighbourhood Plan is happy and willing to come to a meeting to share her experiences.	
<b>10.0</b>	<b>Next Meeting</b>	
10.1	The next meeting was agreed for Wednesday 24 <sup>th</sup> August 2016. JMc and FC gave their apologies.	