

**Minutes of the Meeting of the Grateley Neighbourhood Development Plan (GNDP)
Steering Group held on 9 January 2023**

Present:

Amelia Bridges
Simon Duffield
Tracey Pooley
Jane Lynch

Apologies:

Julie Blakeman
Ian Wingfield
Vicky Rutherford
Chris McKenzie
Maureen Flood (TVBC Borough Councillor)

Minutes:

Minutes of Nov and Dec 22 Meeting

1. As the Chairperson was absent from the meeting, these will be signed off at the Feb 2023 Meeting.

Consultancy Support

2. Jane reported that after making several attempts to contact Sharon Brentnall from Bluestone Consulting it was agreed that the Group would look to identify an alternative consultant to advise on the plan. This required greater input from the group. Time was running out to identify a consultant to support the group, apply for Locality Funding and then spend the funds by 31 Mar 23. This did not seem to be a realistic target, therefore, it needs further discussion and agreement at the Feb and Mar 23 meetings.

GNDP Website

3. The group decided that the Neighbourhood Plan would benefit from hiring a professional website designer to construct a website. It was agreed that Amelia would approach Adrienne Hodges, a freelance web designer who lives in the village, to see if she would be willing to undertake this work for a fee.

*Note: Amelia has approached Adrienne who has agreed to undertake this work and has offered a 20% reduction in her fees in support of the village.
Jane has applied to Locality for a grant to cover the set-up costs and is waiting to hear from them before formally hiring this service from Adrienne.*

4. Amelia also agreed to bring all the documentation into one file which has added continuity for those working on various topics within the plan.

Note: Amelia has completed this task which was used by Adrienne to calculate her fee for the website production and maintenance. This has also been shared with members of the group.

Neighbourhood Plan Progression

With so few members present this area could be moved forward and therefore would be discussed at the February Meeting.

AOB

11. Nothing to report.

Date of Next Meeting

12. The next meeting will be held in the village hall at **7.30pm on 6 February 2023**. Members are requested to provide agenda items and an update on the progress on their appointed topic to the Secretary by for discussion at the next meeting

Minutes Agreed:

Julie Blakeman
Chairperson
6 February 2023

Jane Lynch
Secretary
6 February 2023