

**MINUTES OF NEIGHBOURHOOD PLAN DELIVERY AND MONITORING GROUP
HELD ON THURSDAY 5 FEBRUARY 2015
AT THE VILLAGE HALL, STATION ROAD, BROUGHTON ASTLEY**

PRESENT: J Bateman (JB), R Capewell (RC), C Grafton-Reed, (CG-R) S Oliver, (SO) R Patrick (RP)
Mrs S Hendy (SH) and Mrs M Stell (MS)

Clerk: Mrs C M Lord – Parish Manager (PM) and Mrs D S Barber – Deputy Clerk (DB)

ACTION

15.13 1. **APOLOGIES**

Apologies received and accepted from Councillor C Porter (CP)

15.14 2. **DECLARATIONS OF MEMBERS' INTERESTS AND REQUESTS FOR DISPENSATIONS**

None received.

3. **QUOTATIONS RECEIVED IN RESPECT OF THE LEISURE FACILITIES MANAGEMENT STUDY**

As a result of the meeting of the sub-group held on Tuesday 3 February to examine the quotations submitted in respect of the Leisure Facilities Management Study, the sub-group presented their initial evaluation and recommendations to the full group.

The Chairman reminded the meeting that under the Terms of Reference of the NPD&M Group, its Members have been delegated to commission external agencies or independent consultants in order to deliver specific projects or tasks, up to a value of £15,000.

The Chairman explained that the evaluation of the quotations had been undertaken and, based on method statement, technical expertise, experience of similar projects and value for money the sub-group had identified that the SCB Consultancy to be the most appropriate consultant to undertake the project at a total cost of £5,736. The Members then examined the quotations and proposal submitted by SCB Consultancy at length.

Following the further consideration of the documents Councillor Bateman proposed that the SCB Consultancy is appointed to undertake the Leisure Facilities' Management Study on behalf of the Parish Council, commencing from 16 February 2015 at a cost of £5,736. The proposal was seconded by Councillor Stell. On a show of hands all Members supported the proposal.

The Parish Manager was requested to arrange an initial contract meeting and raise a purchase order for the SCB Consultancy in relation to The Leisure Facilities Management Study.

RESOLVED:

1. **That the SCB Consultancy is appointed to undertake the Leisure Facilities' Management Study on behalf of the Parish Council,**

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commencing from 16 February 2015 at a cost of £5,736.

2. That the Parish Manager should arrange an initial contract meeting and raise a purchase order for the SCB Consultancy in relation to The Leisure Facilities Management Study.

15.11 **7. URGENT ITEMS**

The Parish Manager informed the meeting that she had been asked by Harborough District Council to attend the presentation of the RTPI Awards in Nottingham on the 26 February 2015, due to their nomination of the Neighbourhood Plan for the 'Plan of the Year' Category.

All Members agreed that it would be appropriate for the Parish Manager to attend on behalf of the Parish Council.

Agreed: That the Parish Manger should attend the RTPI Awards in Nottingham on the 26 February 2015 on behalf of the Parish Council.

15.12 **8. MEMBERS' MOTIONS FOR NEXT PARISH COUNCIL MEETING**

None received.

The meeting closed at 7.20pm

Date of next meeting (with Consultant present) to be confirmed.

Minutes approved and accepted as correct

..... Chairman

Dated.....