

**EIGHTEENTH MEETING OF THE MIRFIELD NEIGHBOURHOOD PLAN GROUP AT THE
OLD COLONIAL DUNBOTTLE LANE MIRFIELD 20TH FEBRUARY 2019 @ 18:30 HOURS**

PRESENT

Martyn Bolt (Facilitator), Christine Sykes (Note Taker), Phil Tolson and Cheryl Tyler,

APOLOGIES

Ian Catherall,

PROGRESS PLAN

This was not consulted in view of the purpose of the meeting.

The members present noted that they had been involved with local planning issues, The Kirklees Local Plan and highways issues since the last meeting; as well as taking time out for Christmas & New Year

THE EMPLOYMENT OF A CONSULTANT

The shortlist of consultants drawn up at the previous meeting was pursued as arranged. It was agreed that those present along with Ian Catherall, who was unavoidably unable to attend, would view the meeting notes. Once agreed, the names would be removed and the candidates would only be identified with an Initial when the notes were sent for distribution to the rest of the team, the planners & MTC.

The members delegated for the tasks reported as follows

Cheryl Tyler confirmed D's unavailability

Martyn Bolt has contacted A and B. He has also now heard from C.

It was decided that the shortlist should be maintained at three candidates; so with the aid of The Locality My Community Commissioning Consultants Checklist consultants A, B, & C were looked at.

Following an in-depth perusal of the consultants submissions, along with their fees the scores were as follows:

Candidate	Score 1	Score 2	Score 3	Score 4	Total	Average
A	69	76	74	68	287	72
B	79	88	88	66	291	73
C	79	90	86	71	326	82

All agreed that the next step would be to arrange interviews if the candidates are still available. A meeting would be required beforehand to set the criteria. Whilst the interview panel must be quorate; it was agreed that everyone would not be required. Christine Sykes said that she would perform the role of receptionist

Action Points

Martyn Bolt to contact the three candidates to confirm availability.

Martyn Bolt to source accommodation and liaise with interview panel

Next Meeting:

It was confirmed by Martyn Bolt that Mirfield Library could make a room available on Thursday 28th February 2019; and the three candidates had been invited. A has withdrawn. B & C are available to attend. Ian Catherall is unable to be on the interview panel because of work commitments. The meeting will be quorate.

**ADDENDUM TO 18TH MEETING OF THE MIRFIELD NEIGHBOURHOOD PLANNING
GROUP-
INTERVIEW PANEL AT MIRFIELD LIBRARY EASTTHORPE MIRFIELD THURSDAY 28TH
FEBRUARY 2019**

Interviews to appoint a professional consultant in order to complete the Mirfield Neighbourhood Plan

Panel Members

Cllr Martyn Bolt (MTC & KMC), Cllr Phil Tolson (MTC) and Mrs Cheryl Tyler

Receptionist

Mrs Christine Sykes

Candidates A & B were interviewed

The panel spent all day on the preliminaries, the interview and the decision. The receptionist was able to report on personality. After careful in-depth consideration it was unanimously decided that Candidate B should be invited to take the job subject to final confirmation.

Cllr Martyn Bolt contacted him to advise the appointment.

Candidate B agreed to commence the work subject to risk

AOB

The Neighbourhood Plan Project Planner was updated.

Next Meeting: TBA