**Minutes of the meeting of the Neighbourhood Plan Steering Group held at 7.30pm in the Council Meeting Room on Tuesday, 2nd May 2017**

**Present:** Mike Bunn; Mike Duxbury; Liz Ellis; Pam Jones; Mike Jones; Kate Hill; Phil Laughton; Paresh Patel; John Weston

**Apologies:** Dinah Hurwood; Dick Hurwood; Ben King; Carol Shaw

**1. Declaration of interest and request for dispensation**

None

**2. Minutes of the meeting held on 18 April**

The minutes were agreed as a correct record and approved by those present.

**3. Matters arising**

Pam, Phil, Liz, Mike Jones and Dinah to attend the NP Networking Event at County Hall on 9th May. Pam suggested arrival time of 5pm to allow time for networking opportunities.

Pam advised she had written to all 3 consultants and RCC have agreed to be lead contractors. They will give a Project Inception Meeting on 30th May, when John Preston will be present in addition to Sam Howlett. Pam will ask them how long the Inception Meeting will take.

Colin Wilkinson of Planit-X had provided a quote of £8,566 (inc. VAT), which relates to the planning aspect of the NP. Phil thought that money spent on behalf of the Parish Council was exempt from VAT, which would reduce the cost to £7,138.80. Phil and Pam to ask how much Thurcaston and Cropston paid in this regard.

**4. Steering Group Constitution**

Pam confirmed that the Parish Council were happy with the wording of the Constitution and she has formally requested the use of the Parish Council room for meetings, which has been approved. Phil, as Parish Clerk, will add relevant information to the NP section on the Council’s website.

**Code of Conduct**

Phil presented the Code of Conduct adapted from the one used by the Parish Council. He will amend the wording as agreed at the meeting and will circulate the amended document to the Steering Group. He had also taken advice and was able to confirm that the Steering Group had no criminal responsibility under the Localism Act.

It was agreed that Declaration of Interest forms would be reviewed annually. All forms had now been received from members of the Steering Group.

**Complaints Procedure**

Phil presented the proposed Complaints Procedure which was also based on the Parish Council’s wording. He will make the changes agreed at the meeting and will circulate the amended document to the Steering Group.

**5. Logo**

Pam contacted Joy Hardy, Head Teacher of the village school, who is very keen to involve the children in the NP. Ideas include inviting older people from the village to give talks about the village’s past and inviting RCC to visit the school. Joy has agreed that the logo design should be carried out as a home activity session. On Tuesday, 16 May Pam and Mike Bunn will attend the school assembly to speak to the children about what they might incorporate into the logo by asking them to think about what they like about the village, what they want to keep, what makes Queniborough unique and, if they are not resident in the village, what makes Queniborough different from their own village or town. The final date for entries will be Monday, 5th June. There will be 3 categories of entry: Foundation level, Key Stage 1 (years 1 and 2) and Key Stage 2 (junior school level). One winner will be chosen from each category. Prizes will be: £25 vouchers for 2 runners up and a £50 voucher for the overall winner. Prizes will be awarded by Pam and Mike Bunn (or Mike Jones) at the school assembly on Thursday, 29th June.

Paresh, Mike Bunn, Liz, Kate, Pam, Carol, Mike Jones and John will be responsible for choosing the winners and will meet prior to the meeting on 27th June to discuss the entries.

**6. Resources**

Phil summarised the list of items we already have:

a) the Village Appraisal which formed part of the Village Design Statement and mirrored the comments received from the drop-in sessions;

b) the 2011 Census figures;

c) the 2010 Conservation Area Appraisal;

d) the 2013 Housing Needs Survey;

e) the Village Design Statement;

f) Charnwood’s consultation document of 2013, which states that in rural settlements of less than 3,000 houses they would support a building exemption;

g) previously collected traffic data

h) comments from the drop-in sessions

Communications strategy: Mike Jones gave a brief presentation on the Communications model he has drawn up and it was agreed that an Agenda item would be added where appropriate to make sure everyone was comfortable they could achieve the goals that have been set within the time frames given.

Pam will circulate the Rearsby NP to everyone and a list of all Steering Group meeting dates for the year.

**7. Date of Next Meeting**

Tuesday, 30th May at 7.30pm