

**Minutes of the meeting of the Neighbourhood Plan Steering Group held at
7.30pm in the Council Meeting Room on Tuesday, 25th July 2017**

Present: Mike Bunn; Liz Ellis; Dinah Hurwood; Dick Hurwood; Pam Jones; Mike Jones; John Weston; Ben King; Paresh Patel; Mike Duxbury;
Jhanvi Shukla representing RCC was also in attendance.

Apologies: Carol Shaw; Kate Hill; Phil Laughton

1. Declaration of interest and request for dispensation

None registered.

2. Minutes of meeting held on 30th May 2017

With slight amendment on section seven - AP amended LE and PL to update Local Groups and MB to continue work on local businesses. Agreed as proper record of meeting – Proposed by Liz Ellis, Seconded by Dinah Hurwood

3. Matters arising from those Minutes

Discussed and agreed to add the words Queniborough Neighbourhood Plan to our new logo. This would after time become QNP and then may be dropped completely as the logo becomes synonymous with the Queniborough Neighbourhood Plan.

4. RCC – Progress to Date

Jhanvi reported that they have filled in the application form for a portion of the grants money and Pam and Phil checked and completed the form and it has now been sent to Locality. We are expecting a reply in early August. Pam to confirm to RCC when the reply arrives.

AP PJ

RCC have developed a timeline for the rest of the year which was agreed by the Steering Group. The Community Consultation session was planned for the end of September.

5. Community Consultation Event

Jhanvi issued a draft format for the session and explained how it would work. It was agreed to run with this format but we would like the comments from the initial 'drop-in' sessions to be displayed to ensure that people understood that their initial views had been listened to and not lost. Pam will send the initial drop-in information to RCC.

AP PJ

The date for the event was agreed as Saturday 30th September in the Village Hall. The timing needs to be agreed as there may be an event in the Village Hall between 10.00 and 14.00 on that day.

AP MB and LE

Communication prior to the event was seen as key and Mike J agreed to develop and circulate a communications plan for the event. A flyer would be produced using some templates from RCC, printing needs to be costed by RCC and locally.

AP MJ and JS

Mike will also check to see if we can insert a flyer into the Gazette. **AP MJ**

Jhanvi had a list of things that RCC would need prior to and on the day of the event which she will forward to Pam. **AP JS**

The list included tables, chairs on the day and three or four photographs for each heading on the key issues list. **AP MJ**

Pam agreed to send Jhanvi a map of Queniborough showing areas available for development which can be displayed on the day. **AP PJ**

Pam reported that Joy Hardy (Headmistress) has offered to laminate all the logo entries which we can use on the day. **AP PJ**

We would also have a rolling set of pictures on a display screen on the day Mike agreed to ask Brooksby Gardening club if we could borrow their projector and screen for the day. **AP MJ**

Everybody was asked to be available on the day and we would also provide tea and biscuits for all attendees. **AP ALL**

6. Stakeholders spreadsheet

Pam shared the latest version of the stakeholder spreadsheet which was discussed by the Group and some updates made. We need some more contact details and Paresh agreed to investigate the local businesses on the internet to see if he could find some email addresses. **AP PP**

Mike J agreed to talk to the rugby club to determine what local groups operate out of their premises and who the contact would be (e.g. Cricket club). **AP MJ**

Pam will then share this spreadsheet with RCC. **AP PJ**

Jhanvi will ask John Preston to help identify the local landowners. **AP JS**

7. Communications

Mike J reported that the latest article had gone into the gazette. The next relevant dates for the Gazette are – copy deadline 25th August (have some leeway here); Issue date 8th September which fits nicely with the Community Consultation Event (CCE).

With the information regarding the CCE now available Mike J will complete drafting a note to send to all our other supporters who gave us their email addresses at the drop-in sessions (when date / time confirmed) **AP MJ**

8. Agenda items for next meeting on Tuesday 25th July at 7.30pm

Currently all the above.

Date of next meeting – Tuesday 29th August at 7.30 pm.