

**Minutes of the meeting of the Neighbourhood Plan Steering Group held at
7.30pm in the Council Meeting Room on Tuesday, 27th June 2017**

Present: Mike Bunn; Liz Ellis; Dinah Hurwood; Dick Hurwood; Pam Jones; Mike Jones; John Weston; Phil Laughton; Ben King;
Sam Howlett representing RCC was also in attendance for the initial part of the meeting.

Apologies: Paresh Patel; Mike Duxbury; Carol Shaw; Kate Hill

1. Declaration of interest and request for dispensation

None registered.

2. Minutes of meeting held on 30th May 2017

Agreed as proper record of meeting – Proposed by Liz Ellis, Seconded by Mike Bunn

3. Matters arising from those Minutes

Pam wanted to express her thanks to Mike and Margaret Winterton for filling in the names of the landowners on the map she provided.
Sam Howlett was introduced to discuss the quotations he had sent through.

4. RCC – Confirmation of contract

Sam explained the difference between the quotations. One was from RCC which covered all the work necessary to complete the QNP. As they do not employ a full time planning expert the quote included an estimate for the work they would sub-contract to Colin Wilkinson form Planit-x.

The second was an estimate for the consultation work that RCC would carry out and didn't include the planning work. The third, from Colin Wilkinson Planit-x was for the planning work necessary to complete the QNP. The last two estimates would be added together to show the overall cost if we were to employ RCC and Planit-x separately.

These are the most expensive case scenarios, actual monies will be firmed up as we go through the process.

It was unanimously agreed to ask RCC to take on the whole project i.e. the first quote and they would employ Planit-x as they deem appropriate (subject to our scrutiny).

Sam indicated that we should apply for the appropriate funding linked to the schedule of work he would provide, as all funding must be spent in the year in which it was granted. The PC agreed to apply for the funding. Phil Laughton agreed to fill in the expression of interest form and send it to Sam who would then complete the application form. **AP- PL and SH**

Sam also agreed to develop a draft timeline for us to evaluate. **AP- SH**
John Preston will be our lead contact at RCC.

5. Logo

We received 37 entries from Queniborough School for our logo competition. They were separated into three categories Foundation; Key Stage 1; and Key Stage 2.

Each of the categories was discussed and each member of the group voted for what they considered to be the winning entry for each category.

The winning entries were from:-

Foundation – Finlay Mills
Key Stage 1 – Marley Glenney
Key Stage 2 - Jess Ransom

Finlay Mills was chosen as the overall winner. The winning entries are attached to these minutes.

Pam and Mike Bunn will attend school assembly on Thursday 29th June to present the £25 tokens awards to the category winners and the extra £25 to the overall winner. **AP - PJ and MB**

6. Community consultation session

After hearing Sam talking about the session it was agreed to have this item on the next agenda in July. **AP- KH**

7. Stakeholders spreadsheet

Pam shared the latest version of the stakeholder spreadsheet which contained – landowners ; local groups and businesses. Pam will share this with Sam from RCC to see if it fits the bill. **AP- PJ**

Phil and Liz offered to help Mike Duxbury look through the local business section to sift out the businesses no longer in operation. **AP- PL, MD and LE**

8. Communications

Mike J outlined the next steps for comms – Gazette deadline is 14th July (next is 25th August for issue 8th September). Article will focus on us working with the PC, our data gathering efforts, the Logo competition, the appointment of RCC and the timeline we will follow. We need photos from the school assembly for the article. **AP- MJ and MB**

Mike J will also draft a note to send to all our other supporters who gave us their email addresses at the drop-in sessions. **AP- MJ**

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

Currently 1, 2, 3, 6, 8 and 9 above.

Date of next meeting – Tuesday 25th July at 7.30.