

Minutes of the meeting of the Neighbourhood Plan Steering Group held at 7.30pm in the Council Meeting Room on Tuesday, 29th August 2017

Present: Mike Bunn; Liz Ellis; Dick Hurwood; Pam Jones; Mike Jones; Ben King; Mike Duxbury; Phil Laughton and Kate Hill
Jhanvi Shukla representing RCC was also in attendance.

Apologies: Carol Shaw; Paresh Patel; Dinah Hurwood and John Weston

1. Declaration of interest and request for dispensation

None registered.

2. Minutes of meeting held on 25th July 2017

Amendment to amendment on section seven (Minutes on 27 June) should read: MD to continue work on local businesses (not MB). Agreed as proper record of meeting – Proposed by Liz Ellis, Seconded by Dick Hurwood

3. Matters arising from those Minutes

Any matters arising to be dealt with later in the meeting.

4. RCC – Progress to Date

PL confirmed the grant of £6,471.00 had been received and had been paid into the Parish Council's account. This amount must cover all expenses up to 31 January, 2018 viz. the consultation events. JS to confirm that RCC will provide the steering group with an invoice by the end of December to ensure the January deadline is met as all the grant money must be used by then. PL and MD to read through the documentation concerning the grant to ensure all conditions are met when submitting applications for payment to the Parish Council. The PC will require a monthly account of any outgoings and will approve any payments prior to issuing cheques. It was agreed that invoices should be signed off by PJ, MD or LE (any two of the three). Additional funding will have to be applied for in September prior to the planning stage and PL advised that we will need to provide justification as to why we need further funding from the same consultant. **AP - PL MD JS**

Following a discussion about future funding it transpired that the cost of the flyers for the consultation event was not included in the grant; therefore PJ will ask the PC if they will fund this cost. LE and MB advised that the village hall would provide the refreshments. It was agreed that a donation box should be available for contributions on the day. **AP - PJ**

JS confirmed that RCC will provide all necessary stationery for the consultation event but Sam Howlett would have to provide a breakdown of the costs of the event. PJ to contact SH. It was agreed that we should have an audit trail in respect of any monies spent. **AP - PJ**

5. Community Consultation Event

PJ clarified that the event will take place on Saturday, 30th September between 3pm – 7pm with the village hall will be available to us from 2pm –

7.30pm. JS confirmed that she and JP will arrive at 2pm. JS brought along two versions of the flyer to be inserted into the next Gazette for our approval. A discussion followed regarding the lay-out and wording and agreement of the final draft was reached. JS to make necessary amendments for final draft to be submitted to the printers who have confirmed the 1,500 flyers will be ready for collection from their Beaumont Leys premises on 4th September. 1,400 to be inserted into Gazettes leaving 100 spare. MJ to contact Keith Iles to find out what time members of the steering group should be available to assist with inserting flyers into the Gazettes at Keith's home in New Zealand Lane on Thursday, 7th September.

AP - JS MJ ALL

6. Stakeholders spreadsheet

LE had sent round to everyone the latest version of the local group list. MJ has been in touch with Syston Rugby Club and is awaiting feedback from them of groups which use the club.

A discussion followed regarding the stakeholder consultation event. It was decided that because the village hall is not available during the evenings the school would be the best venue. JS proposed the following dates: 31st October and 1st, 2nd, 8th or 9th November with a start time of 5.45pm until 8pm. Therefore the room would need to be available from 4.45pm until 8.30pm. JS to find out what arrangements had been made at previous events with regard to refreshments. PJ to ask Joy Hardy for permission to host the event at the school.

AP - JS PJ

LE to provide PJ with the final spreadsheet updates by 15th September for onward transmission to RCC by 26th September, thus allowing RCC enough time to contact all those named in the spreadsheet about the consultation event.

AP - LE PJ

7. Communications

The documents send round by MJ (draft email/letter to interested parties and the draft communications plan for the CCE) were approved. He will purchase name badges for steering group members to wear at the CCE and PL will arrange to incorporate the logo if possible. PL showed some of the photos of the village taken by MB for display at the event and PJ advised that Joy Hardy has agreed to provide laminated versions of all the logos the children produced for display. LE to request that the event be added to the village hall Facebook page. KH to promote it at the Brooksby Garden Club meeting on 13th September and also advise MJ and MB of the village hall opening time on that date so they can see how the projector is set up.

AP - MJ PL LE KH

8. Agenda items for next meeting on Tuesday, 26th September at 7.30pm

As above except: 4 Funding and 6 Stakeholders' Consultation Event.
Date of next meeting – Tuesday, 26th September at 7.30 pm.