



Minutes of the meeting of the Neighbourhood Plan Steering Group held at 7.30pm in the Council Meeting Room on Tuesday, 31st October 2017

- Present:** Pam Jones, Mike Bunn, Dick Hurwood, Dinah Hurwood, Mike Jones, Ben King, Mike Duxbury, Phil Laughton, John Weston and Kate Hill
Jhanvi Shukla representing RCC was also in attendance.
- Apologies:** Carol Shaw, Paresh Patel and Liz Ellis

1. **Declaration of interest and request for dispensation**
None registered.
2. **Minutes of meeting held on 26th September 2017**
Agreed as proper record of meeting – Proposed by MJ, Seconded by MD
3. **Matters arising from those Minutes**
PL confirmed that an invoice for the hire of the village hall of £79 had been received.
4. **Community consultation event - review**
JS advised that 60 people attended the event, 53 of whom signed in upon arrival and some written comments had also been submitted. Members of the steering group were disappointed with the turn-out but JS reassured the group they had done all they could in terms of advertising the event and the numbers would not be deemed as detrimental when the plan is submitted. JS also advised that RCC will endeavour to submit their report to the steering group before the next meeting on 12th December. PJ thanked everyone for their help on the day.
AP - RCC
5. **Stakeholders' consultation event**
JS handed out copies of an agenda, facilitators' brief and a list of attendees, although she pointed out that more people may attend even though they had not replied to the invitation and some comments had already been received. 8 members of the steering group confirmed they would be available to attend the event. Attendees will be asked to sign in upon arrival. It was felt that one of the junior school classrooms would be large enough for our purposes. RCC will provide a projector and screen (if possible – JS to confirm). The role of the facilitator is to ensure that all of the 9 topics to be discussed are covered within the time period. Some changes were made to the order of topics to be discussed. Each table will have a map showing the parish boundary. It was agreed that JS should ask Rebecca Raine, principal planning officer for Charnwood BC, to make it clear when giving her address that the map does not include the 2 new developments (Millstone Lane and

Barkby Road) and that, in line with Charnwood's Local Area Plan, Queniborough is classed as an "other settlement" and should, therefore, only be subject to infill development.

PJ will visit the school to view the lay-out, check out toilet facilities and confirm with Joy Hardy if there is a projector and screen we can use plus a table for signing in and that 1 classroom will be sufficient for our needs. PL will print off more name tags. It was agreed that the logo display would not be used but the map showing the areas residents valued most should be displayed. PJ and MJ to buy sandwiches from Costco; DH to bring milk; MB to ask if we can borrow crockery from the church.

AP – JS, PJ, MJ, PL, DH, MB

6. Communications

MJ will draft an article for the next Gazette (deadline 24 November); he will also take photos at the stakeholders' consultation event, subject to attendees' permission. PJ will write to the 18 people who have asked to be kept informed of our progress. It was agreed that in the new year those people should be invited to attend one of our meetings, as we may need more people to become involved when we start to set up working parties.

PL confirmed that he, PJ and MJ were to attend the next LCC Neighbourhood Planning Networking Event on 28th November. Topics to be discussed are: lessons from examination and community action.

PJ reminded everyone that in 2018 meetings will be held on the second Tuesday of the month, so 9th January will be the first meeting in the new year, when finance and funding will need to be on the agenda.

AP – MJ, PJ

7. Agenda items for next meeting on Tuesday, 12th December at 7.30pm

As above with the exception of 4 and 5 - Community and Stakeholders' consultation event.

To include: - Feedback from LCC NP Networking Event (28th Nov); Report on Consultation Events and Issues to be dealt with (arising from Consultation Events) and work-groups required.

Date of next meeting – Tuesday, 12th December at 7.30 pm.