



**Minutes of the meeting of the Neighbourhood Plan Steering Group
held at 7.30pm in the Council Meeting Room
on Tuesday, 10th September, 2019**

Present: Pam Jones, Mick Wiseman, Liz Ellis, Mike Duxbury, Susan Graham, Phil Laughton, Neill Ransom, Ben King, Paresh Patel, Jhanvi Shukla, John Weston.

Apologies: Kate Hill, and Carole Shaw

1. Declaration of interest and request for dispensation

None registered.

2. Minutes of meeting held on 13th August, 2019

Agreed as proper record of meeting. Proposed by LE and seconded by MD.

3. Matters arising from those Minutes

PJ had received a request from the chair of the Markfield Neighbourhood Plan Steering Group – they liked the lay out of the Queniborough draft and had asked for a copy of it. PJ had agreed. Colin Wilkinson(CW) and RCC are working with them.

The next deadline for Gazette articles is 5th October. PJ will draft article and circulate to steering group members for approval by the end of September. **AP - PJ**

4. Site allocation criteria and funding

CW was due to have a meeting with Marrons, the agents for Hallam, on 5.9.19 to attempt to find out what the position was with the application for 200 houses at 3 Ways Farm. In CWs absence, any further discussion on site allocation was deferred.

PL had submitted, and received acknowledgements for, 2 forms for grants to cover the RCC quote of £8650. The amount is split into £5200 for site allocation and £3450 for the final phase of the plan, which will take the process up to final submission to Charnwood. The maximum grant available is £9K. The quotes include an amount for some consultation for any site allocation that we do. It does not cover room hire or any printing associated with the consultation, which would be additional. Currently therefore that aspect of the consultation has no funding. Display materials are covered. All monies have to be spent by March 2020. PL to circulate quotes to the group. **AP - PL**

5. Review of pre-submission draft and community consultation

JS outlined the final stages of the process. The Strategic Environmental Assessment is completed working with Charnwood, and the Referendum is funded by Charnwood. The draft version of the plan is made available via a link with a covering letter, ideally no more than an A4 sheet. A standard pre-submission form in a grid format for ease of reference to pages and paragraphs is made available for the pre-submission consultation. It is sent out in an email format. Details of the necessary consultation to be discussed with CW.

In reviewing the pre-submission draft we agreed the following points/ actions:-

- PL to clarify the correct name for King Georges Field. **AP- PL**
- Barrowcliffe Farm, South Croxton Rd is listed by Charnwood as one of their wild life sites is not shown as a Green Space
- Pages 36/37 corresponds with Charnwood's wildlife sites, some are duplicates of the Green Spaces (Page 19), some are not. PL will review and email consistent approach between various policies, wild life sites and Green Spaces. **AP- PL**

In CWs absence confirmed the following outstanding points:

- The outcome of the site allocation meeting – if we do decide to allocate a site or sites, a consistent approach to all sites and a consultation process is necessary. Agreed PJ to put questions to CW and JP that we have the answers for October 8th. **AP- PJ**
- Defer taking draft plan to the PC for information until the 16th October meeting – after our October meeting and answers/ guidance from CW/JP.

6. Agenda items for next meeting on 10th September, 2019

Standard items plus site allocation meeting outcome and draft pre-submission: community consultation.