



## **Minutes of the meeting of the Neighbourhood Plan Steering Group held at 7.30pm in the Council Meeting Room on Tuesday, 26th September 2017**

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

**Apologies:** Carol Shaw

- 1. Declaration of interest and request for dispensation**  
None registered.
- 2. Minutes of meeting held on 29<sup>th</sup> August 2017**  
Agreed as proper record of meeting – Proposed by Mike Jones, Seconded by Liz Ellis
- 3. Matters arising from those Minutes**  
Amendment to Agenda: item 2 should read “Minutes of Meeting held on 29<sup>th</sup> August 2017” (not 25<sup>th</sup> July 2017). Also, amendment to Minutes of meeting on 25<sup>th</sup> July 2017: item 2 should read “Minutes of meeting held on 27<sup>th</sup> June 2017” (not 30<sup>th</sup> May 2017). There were no other matters arising.
- 4. Funding**  
MD reported that the meeting he, PJ and PL attended with RCC was very successful and any grey areas were resolved. Thanks to RCC who have paid for the flyers which were inserted into the Gazette; this is much appreciated. RCC confirmed that the invoice for the hire of the village hall will be paid for out of the initial grant money and the whole of this grant has to be spent by 31<sup>st</sup> January 2018; however, RCC can still support us in February and March depending on what we decide to do following the completion of the two consultations and whether we need to apply for extra funding. JS advised that we do not need to concern ourselves with this at this stage. JS further advised that RCC would be reviewing the outcome of the consultations and collating the evidence during the second week of December. MJ suggested that if we do need to raise more funding we will need to think about including monies we would need ourselves for printing etc.
- 5. Community Consultation Event**  
MJ will email information to the steering group so they can forward it to all their contacts either by email or social media in order to remind people about the event. RCC will put a notice on the door to the village hall to advise attendees that photos will be being taken, as these will be shared on social media. MB and LE will open the Village Hall for 2pm. JS advised that RCC will have 11 table-mounted boards to display around the hall and it is

important that the map table is manned at all times. She also reminded the steering group that they too are residents so they should also give their comments. MJ and KH to liaise with Zoe Roper, Community Champion at Tesco, regarding provision of refreshments with KH purchasing anything else which Tesco do not provide. MJ has obtained lanyards for the steering group and PL will produce everyone's name label. JW will ask his wife if she would be willing to assist LE and KH with refreshments. PJ and MJ have laminated all the logos so they can be displayed. JS will check to see if RCC have any spare boards on which they can be mounted and possibly displayed on the stage. Photos of the village will be projected onto the screen on the stage. JS advised that people will be encouraged to sign in when they arrive, although this is not compulsory but most people are willing to provide their details so if they are interested in any particular issues they can be contacted in the future. JS advised that our logo will be present on the display boards and it was agreed that it should from now on be present on all documents and on the web page. PL to contact Joy Hardy to ask if we can advertise the event at the school as they have an event on the same day. LE to update the steering group attendance timetable.

**AP – MJ LE MB KH JS PL**

**6. Stakeholders' Consultation Event**

PJ has confirmed room availability at the school on Tuesday, 7<sup>th</sup> November from 5 until 8.30pm. Attendees will be asked to arrive at 5.45 and the event will close at 8pm. Thanks to Joy Hardy for letting us use the school free of charge. JS produced a programme outline for the event. She has also arranged for Rebecca Raine, a Senior Planning Officer with Charnwood BC, to be in attendance to answer questions. JS will confirm with JP if a seating plan is to be used but suggested 5 attendees (from different Stakeholder areas) per table along with 2 steering group members to ensure the programme is kept and comments are recorded. JS and JP will also be available to answer questions. PJ to email steering group members to confirm their availability. PL will determine if the school chairs are suitable, if not we will need to transport chairs from the village hall to the school during the afternoon. LE to finalise the spreadsheet of local groups and businesses, which PJ will forward to JS on the 27<sup>th</sup> September.

**AP – JS PJ LE PL**

**7. Communications**

All communications for the community consultation were completed. MJ to write article for the next Gazette (deadline 6<sup>th</sup> Oct) commenting on the community consultation, outlining work the group have undertaken to date and making people aware of the stakeholder event.

**Updated Information**

The next Leicestershire County Council (LCC) Neighbourhood Planning Networking Event is scheduled for 28<sup>th</sup> November, which coincides with our monthly NP meeting. As it is beneficial for some members of the steering group to attend the event it was agreed we should cancel our November meeting. PL will email the steering group members the link for the LCC Neighbourhood Planning Networking Event and members need to let PL know

if they can attend. They should also register as individuals on the LCC Neighbourhood Planning Networking website. Subject to confirmation our December meeting will either be on 12<sup>th</sup> or 19<sup>th</sup>. PL updated the group about the Government's Consultation on how the number of houses within a NP should be identified. The two questions raised are on the LCC Neighbourhood Planning Networking website, PL to forward link, and steering group members can answer accordingly. PJ pointed out that when she gives her report to the Parish Council it is always in arrears as our steering group meetings are held on the last Tuesday of the month. Consequently, it was agreed that next year our meetings should be held on the second Tuesday of the month. PJ to produce calendar of dates for meetings in 2018. JS advised that RCC are running a fraud awareness campaign and it was agreed that a board could be placed in the village hall on Saturday to alert attendees to this issue.

**AP – MJ PL PJ**

8. **Agenda items for next meeting on Tuesday, 31<sup>st</sup> October at 7.30pm**  
As above with the exception of 4. Funding  
Date of next meeting – Tuesday, 31<sup>st</sup> October at 7.30 pm.