

**Minutes of the meeting of the Neighbourhood Plan Steering Group  
held at 7.30pm in the Council Meeting Room on Tuesday, 18<sup>th</sup> April 2017**

**Present:** Mike Bunn ; Mike Duxbury ; Liz Ellis ; Dinah Hurwood ; Dick Hurwood  
John Weston ; Pam Jones ; Mike Jones ; Ben King ; Phil Laughton  
Carol Shaw ; Colin Wilkinson (Planit-X) part of the meeting

**Apologies:** Paresh Patel  
Kate Hill

Pam Jones welcomed Colin and introductions were made.

**1. Presentation by Colin Wilkinson**

Colin presented his company's pitch to help the Steering Group with developing and producing our Neighbourhood Plan. Colin is an ex-CBC Planning Officer and his skills very much lie in this area. Colin 'is' Planit-x and uses associates to ensure the work required is undertaken.

Questions were taken and Pam thanked him for attending.

**2. Minutes of the last meeting**

Minutes of the last meeting were agreed as a correct record and were signed off, proposed by Mike Jones, seconded by Liz Ellis.

**3. Matters Arising**

Phil contacted the County Council regarding the Neighbourhood Plan Networking Event and asked for additional places. They normally allocate three places per group but as we are a new group Phil will request six places for the event.

At present Pam, Liz, Dinah, Dick, Kate and Phil were interested in going, Phil asked for confirmation as he had to register people online. The event is 5.30pm to 8pm at County Hall, Glenfield.

Phil also clarified regulation 14 for Dick.

**4. Consultant Evaluation**

Three firms of Consultants offered to assist us with our NP: Sam Howlett from RCC, Gary Kirk from YourLocale (who both presented at our meeting on 11<sup>th</sup> April) and Colin Wilkinson from Planit-X. Liz ran the session using the initial comment sheets set up by Pam.

A scoring system was used to properly evaluate each consultant based on their presentations and the discussions / question sessions that followed.

After a structured session the group decided to ask RCC to be the lead consultant and to quote separately for the planning aspects of the project. The group would also

ask Planit-x to provide us with a quote for just developing and writing the planning policies for our NP.

Pam was tasked with writing to all three candidates explaining our decision and to ask RCC to attend one of our next two sessions to run a Project Inception meeting.

### **5. Steering Group Constitution**

The QNP Constitution was agreed unanimously. Pam invited comments on two further papers: - the proposed Code of Conduct and the Complaints procedure. Both papers were agreed as relevant and appropriate for us to use. Phil was tasked with amending them and bringing them to our next meeting for formal approval.

Pam was taking the Constitution to the next Parish Council meeting for sign-off.

All Declaration of Interest forms except Kate's and Paresh's were handed in to Pam for filing away. The Declaration of Interest forms will be reviewed in 12 months time.

### **6. Working Groups**

It was agreed to look at these in detail after we have had the Project Inception meeting with RCC. Phil will send out what we know to date.

Mike Jones then presented a draft Communications Strategy.

The Communications Strategy is a tool to assist with Communications; it uses a strategic model that identifies key audiences, objectives for each audience, our overall communications objectives and the outcomes we require. The worksheets identify the issues we have with each audience, the messages we need to continuously reiterate to each audience, the actions and channels we will use, the outcomes we require from each audience and how we evaluate our success.

Mike was tasked with completing the draft strategy and issuing it for comment prior to the next meeting.

As part of the following discussion it was agreed that we would ask Headmistress Joy Hardy to enlist the help of the Queniborough school children to design the Group a logo.

### **7. Date of Next Meeting**

Tuesday, 2<sup>nd</sup> May at 7.30pm in the Council Meeting Room