



**Minutes of the meeting of the Neighbourhood Plan Steering Group held at 7.30pm in the Council Meeting Room on Tuesday, 9<sup>th</sup> January 2018**

**Present:** Pam Jones, Ben King, Mike Jones, Mike Bunn, Mike Duxbury, Liz Ellis, John Weston, Paresh Patel and Kate Hill  
John Preston representing RCC was also in attendance.

**Apologies:** Carol Shaw, Phil Laughton and Jhanvi Shukla

1. **Declaration of interest and request for dispensation**  
None registered.

2. **Minutes of meeting held on 31<sup>st</sup> October and 12<sup>th</sup> December 2017**  
Agreed as proper record of meetings  
31<sup>st</sup> October - proposed by MJ and seconded by MB  
12<sup>th</sup> December - proposed by BK and seconded by KH

3. **Matters arising from those Minutes**  
There were no matters arising.

4. **Review of Constitution**  
It was agreed that in order to form a quorum the wording of the Constitution should be changed to "a minimum of a third of the group".

MJ will circulate details of the lady who expressed an interest in joining the steering group and PP will ask Richard Croker if he would also be interested.

**AP – MJ, PP**

5. **Issues to be dealt with and work-groups required**  
JP informed the group that Colin Wilkinson will talk through the issues with us in more detail at the next meeting. He advised that the purpose of a questionnaire was to reach those residents who have not yet engaged and to test out the issues raised to date via the drop-in consultation i.e. do people agree with what has been said so far? A questionnaire will also provide evidence for our policies when we come to write them and although it should be kept concise it can include information which may prove useful to the Parish Council in future and community aspirations. He will send us copies of example questionnaires to give us an idea of what we might include and will be able to assist in devising the questions. JP also suggested engaging with schoolchildren in the form of a workshop is also a good idea, as is devising a questionnaire aimed at young people to be delivered along with the standard questionnaire. PJ will speak with PL about setting up a dropbox. A discussion followed about the proposed new housing developments. JP advised that we can write as a group to register our concerns to the relevant authorities and use the information we have already gathered as evidence, highlighting that we have already carried out 2 consultations. It was agreed that the steering group should formulate a letter to each developer and to

Charnwood BC about each development. It was further agreed that steering group members should bring their list of 3 key issues to the next meeting and that Colin Wilkinson will conduct February's meeting in a workshop format.

**AP – JP, PJ, All**

6. **Finance and funding**

RCC will submit their invoice before the end of January, which is when our funding expires. The cost of the village hall hire also has to be settled. JP advised that a questionnaire would cost in the region of £400. He proposed applying to Awards for All but explained that once we have applied for the funds we cannot use them for 12 weeks; however, applications can be made on an annual basis. Locality funding will also have to be applied for at the beginning of April and will need to encompass our costs for the next 6 months. RCC will complete the applications for us but the cost of any questionnaires must be factored in, as will the cost of a "glossy" booklet should we decide to produce one (JP will provide us with an existing example which Colin Wilkinson put together for Sheepy). Both sections of funding will need to be applied for by mid-March (RCC will send us the proposals to look at by the end of February).

**AP – JP, RCC**

7. **Communications**

MJ will draft a note to interested parties and an article for the Gazette to be circulated to steering group members for approval. He will also write to James Poland, Edward Argar, Charnwood BC and developers. PJ will ask the PC if they would be willing to carry out a further traffic survey and also advise the steering group of the application number for the Queniborough Lodge development. JP suggested it would be worth finding out from the environment agency and the county council highways department if an air quality survey and a traffic survey have already been carried out.

8. **Agenda items for next meeting on Tuesday, 13<sup>th</sup> February at 7.30pm**  
Workshop with Colin Wilkinson

Date of next meeting – Tuesday, 13<sup>th</sup> February at 7.30 pm.