

Markfield Parish Neighbourhood Plan

Minutes of the 24th May 2018 Steering Group meeting held at Markfield Community Library

Present: Ann Cook; John Preston (RCC); Jhanvi Shukla (RCC); Jacqui Williams; Mike Williams; Peter Maynard; Julie Grace; Tony Lockley; Julie Harper

Apologies: David Sprason, Rosie Woodland, Margaret Bowler

1. Introductions made.
2. Minutes from last meeting approved and signed.
3. Agenda suggested by John from RCC

3.1 RCC Role – John and Jhanvi advised that the RCC will support the NP through the whole process, which could take 2 years, or possibly longer. They are not planners, but they do work with Associate planners, who can be called upon to answer any planning queries. The Associate planners can also help with writing the reports. The RCC can also assist in providing any background research we require and materials for the drop-in meetings. They confirmed that they are both available by phone or email to help us and work in partnership with us.

3.2 Skills & Interests – advised that it would be beneficial to do a skills audit within the group and we discussed if this would be possible to do this at next months' meeting. It would also be useful to do this and find out the interests of any future volunteers to the group, with a view to setting up sub groups.

3.3 Terms of Reference Tony advised that the **Terms of Reference (TOR)** had been approved by the Parish Council at their last meeting, so this is what we will work to going forward. The **TOR** needs to be available revised and updated every year, for example if people join or leave the group, everyone needs to be aware of the **TOR** and happy to work with it. The need of full transparency for any work the group does was discussed.

3.4 Roles – Delegation of roles - Tony confirmed that all roles have now been filled with the exception of the Vice chair as we need all the group present to take a vote on this.

3.5 Standard Agenda. Discussed the need for having a standard agenda and a work plan in place and the benefits of having a set date for meetings – for example the third Thursday every month.

3.6 Communications. John and Jhanvi advised that once the process begins we need to keep people informed of what we are doing and planning – this can be done via local magazines/publications, posters, flyers etc and also by social media, Facebook, Twitter

etc. We must also put all agendas and minutes of meetings on either our own created website, or we can use the County Council website and set up our own page. It was also discussed that we could also share meeting dates and information through the Markfield Facebook pages already in existence.

3.7 Data. RCC will put together an evidence base for our local area, using the census information and anything to do with local policies that relate to our area. For example, housing surveys are useful to find out what we already have in place. Once they have this evidence base they can send to the group via 'Share Point' which is an online sharing tool. If any new information is added to the base by them it would send us an alert. Regarding data protection, the RCC will set up a data agreement within the next few weeks which we need to have in place before we start doing surveys and taking peoples comments and ideas.

3.8 Next Steps. The next steps will be to start doing some initial consultations and planning the Community drop in events. It was discussed that this would be better to be done outside of school holidays and that it would be too much to try and do this before the schools break up on 13th July. Therefore it was agreed that some time in mid to late September might be best, the date TBC, which gives the group time over the summer to plan. The RCC can provide us with lots of information for these events regarding Housing and planning and statistics regarding traffic and transport. Having photographs of the local area, for example of open and green spaces or any old buildings that would from part of the Heritage information board would be beneficial – we discussed using some of the photographs from the Local history group already on display in the library, in addition to taking some new ones if needed.

At the drop-in events, as well as giving some background about Neighbourhood Planning, visitors would be asked the following questions:

What do you like?

What don't you like?

What improvements would you like to see?

Once we have the dates agreed for the Community drop in events we need to ensure that everyone in the Parish is aware of it via the Herald, leaflet drops, posters, social media etc as previously discussed. The RCC can help us to put together a flyer and also provide us with large scale maps of the Parish from Hinckley and Bosworth Council that will be useful for the leaflet drops for example.

With regards to days and times, this needs to be decided, but John advised that Saturdays have been popular amongst other groups for the drop in days.

After the drop in events it would take around 1 month for the RCC to report back about their findings and what the key issues are, before moving on to the next step of initial engagement with stakeholders.

Signed

Steering Group Chair

Dated