

Markfield Parish Neighbourhood Plan

Minutes of the 21st June 2018 Steering Group meeting held at Markfield Community Library

Present:; Jhanvi Shukla (RCC); Jacqui Williams; Mike Williams; Peter Maynard; Julie Grace; Tony Lockley; David Sprason, Rosie Woodland, Margaret Bowler

Apologies: Ann Cook Julie Harper

1. Introductions made.

2. **Minutes from last meeting** - approved and signed.

3. Matters arising from the minutes not covered elsewhere

3.1 A reply had been received from the MPC Clerk on the matter of insurance cover for MNPSG members who weren't also parish councillors and had been circulated to all MNPSG members. The reply confirmed that since the MNPSG is a sub-committee of MPC, insurance cover is provided, unless the MNPSG gets involved with a lot of fundraising. MNPSG members were a little concerned that the reply didn't mention consultation events, since these would feature throughout the NP process. Clarification was therefore requested from the parish clerk. ***NOTE this was raised at the PC meeting on 3rd June and confirmation received that consultation events are covered.***

4. **Election of vice-chair** – David Sprason was elected to this position.

5. **Feedback from the June MPC meeting** – the PC noted the report.

6. Skills/Interests Audit

6.1 TL had previously circulated a skills and interests audit template for all to complete. Some were returned at the meeting. **Action** – If you haven't completed yours then please do so and send to TL, so he can merge all the information onto one sheet

7 Declaration of interests

7.1 TL had previously circulated a declaration of interests' template for all to fill-in. It was based on one used by another NP group. Some personal privacy concerns were expressed over the declaration being posted, in due course, on the NP website. It was therefore agreed they would be held in paper form by the NP secretary and would be available to view on request. **Action** – if you've not completed the form then please do so and return it to Julie H.

8. Preparation of our evidence base

8.1 H&BC have just published a Recreation and Open Space xxx. It is useful reference documents, but contains some errors, the largest of which H&BC were told about earlier this year.

8.2 JS reported that she and John will be creating an electronically based Markfield Parish evidence base. They're currently working a number of these, so ours will slot into their work programme and should be ready by the time we run the drop-in events in September.

9. Drop-in events

9.1 We're previously agreed that, because of holidays in July and August, we should programme these in for September. Additionally, since we won't be looking to hold a formal SG meeting until September so over July and August we will be working individually or in small ad-hoc groups to prepare for these events

9.2 It will be best to establish the dates for these events first and then work backwards to programme in the work we need to do to support them

9.3 Fliers will be needed which the RCC can produce them for us – we would have a role in their design too. **Action** - JS will provide some printing costs.

9.4 At the drop-in events the RCC will provide paper, flip-charts and all the evidence base material.

9.5 The displays will cover topics including:

- Traffic
- Transport
- History/heritage
- Open spaces
- Facilities/services

Action - JS will provide a full range of headings

9.6 Possible drop-in venues are:

- Markfield Court – **Action** - Ann to find-out about availability and costs
- Shaw Lane WMC – **Action** - Peter to find-out hire costs and availability
- Markfield Community Library - Free
- Markfield School – to try and catch parents – **Action** - Tony to contact the head
- Copt Oak village hall – perhaps a bit of a long-shot

9.7 Possible means of publicising the events

- Social media to publicise – **Action** - Mike and Julie H need to look to get website and Facebook page established.
- leaflet distribution – possibly looking at up to 4,000
- local schools
- South Charnwood Business Club
- PPG – at the doctor's surgery **Action** - Rosie
- Markfield Herald
- Business contacts – **Action** - JS to send us the template they have for logging these

Signed

Steering Group Chair

Dated