

Markfield Parish Neighbourhood Plan

Minutes of the 25th September 2018 Steering Group meeting held at Markfield Community Library

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

1.Apologies: Julie Harper

2. Minutes from last meeting - approved and signed.

3. Matters arising from the minutes not covered elsewhere - MB asked if there would be another representative(s) from the Shaw Lane area joining the Steering Group. TL said Annie Duggan was going to raise the need for a replacement Shaw Lane rep(s) at the Shaw Lane Action Group meeting of 3rd October.

4. Declaration of interests: MB provided her declaration.

5.Drop-in events: The following matters were discussed:

5.1 – Advertising the events – It was agreed that an advert in “The Herald”, backed-up by posters on Parish notice boards, in shops etc. and pieces on the NP website and Facebook pages were the best way to make residents aware of the events. Markfield PC had approved expenditure on the advert.

5.2 – Wording of “The Herald” advert – JS suggested that some changes were needed to ensure residents weren’t misled about the function of the drop-in events. She provided TL with some suggested changes.

5.3 – Article for “The Herald” – in line with 5.2, adjustments were needed to the draft article prepared to go in the same edition of the local paper as the advert.

5.4. – Drop-in event dates, location and timings now confirmed as: 17th November, Shaw Lane WMC, 2 to 5 p.m. 24th November, Markfield Community Centre, 2 to 5 p.m. 29th November, Markfield Court Hall, 2 to 5 p.m.

5.5 – Setting-up and displays at the drop-in events. JS advised that it would take about 1 hour to set-up the displays and about 30 minutes to take them down. Except for the AO sized map, which lies on two tables, the actual display boards stand on tables. A total of 12 tables will be needed. A signing-in desk would also be needed and possibly some low tables for children to work at too.

5.6 – Slide show. Some events have had a background slide show running, illustrating the various topics we’ll be seeking views on. It is uncertain whether we can access the necessary equipment.

5.7 – The provision of tea/coffee/soft drinks would be preferable.

5.8 – Lapel badges – DS may be able to provide some holders.

5.9 – JS will need approximately 10 pictures for each display panel topic.

5.10 – After the last drop-in event the LRCC won't commence the analysis of comments received for a further 2 weeks. That allows any late comments to be received. Their analysis will take approximately 4 weeks.

Developing Facebook and web pages and creating a logo:

6.1 - MW has been working hard to create what everyone thought was a very attractive website for the group. He had previously also set-up a MPNP Facebook page. MW will be able to provide JH and TL with some basic "WordPress" training.

6.2 – RW asked about the creation of a NP logo. It was agreed it could be a useful way of attracting more residents (of all ages) to become involved with the NP process. RW agreed to approach the school to see if some of their children could take part in a logo competition – a prized would be offered to the winner.

7. Updates project plan and stakeholder event – With the Drop-in events dates now being in November, JS has adjusted the project plan to take into account this slippage. A stakeholder event will be required in the New Year – probably February. Although the LRCC will handle the publicity and invitations for it, they will require us to provide them with the contact details of possible invitees.

8. Funding bid to "Locality" – The aim would be to be applying for 12 months funding at the start of next financial year. Any funding received would be held on behalf of the NP group, by Markfield PC. Any unspent funding from the 2019/2020 financial year would have to be return to "Locality".

9. Date of future meetings – we need a meeting in October to run through the final drop-in event details. Please use the electronic calendar MW has circulated to show when you AREN'T AVAILABLE. Please also use the calendar to show your availability for the drop-in events.

Signed

Steering Group Chair

Dated