

Markfield Parish Neighbourhood Plan

Minutes of the 30th October 2018 Steering Group meeting held at Markfield Community Library

Present Jacqui Williams; Julie Grace; Tony Lockley; Rosie Woodland; Margaret Bowler; Annie Duggan

1. Apologies: Mike Williams; Ann Cook

2. Minutes from last meeting – One correction – Peter Maynard didn't attend. Minutes approved and signed.

3. Matters arising from the minutes not covered elsewhere – None

4. Declaration of interests: AD provided her declaration.

5. Website, Facebook page and logo update

- Training still needed for Julie H and Tony on how to use the NP website – **Action MW**
- Website needs populating more – **Action MW, JH, TL**
- RW hadn't had a chance to contact the school about the possibility of children participating in a logo design competition. This matter still to be pursued. TL said if RW didn't get a response he knew two of the teachers so might be able to generate interest through them. – **Action RW**

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

- Additional publicity – Copy and laminate advert from "The Herald" and distribute to shops, community centre, parish notice boards etc. – **Action TL and AD**
- Funding for drop-in events – Markfield PC has approved a budget of up to £500 for room hire and refreshments
- Shaw Lane WMC- 17th November – TL is chasing the two people who manage the club to confirm the booking and other details – **Action TL**
- Attendance at the events – An availability list was circulated and updated. It will also be circulated electronically for those who weren't able to attend. We probably need between 3 and 5 people, including the RCC officer, at each event. Considering the time required for setting-up and taking down the displays, each event will last approximately 4.5 hours. Depending on individual availability, it might therefore be necessary to consider operating a shift system. It's likely the event on 24th November at the Community Centre will be the busiest.
- The role of SG members at the events: –
 - a. explain to visitors what a neighbourhood plan is;
 - b. answer questions impartially;
 - c. encourages visitors to use post-it notes to tell us what they like, dislike and would like to see/improve;

d. encourage visitors to mark on the green open spaces map which sites they value for their visual amenity and sites they value for their recreational use.

e. offer visitors the opportunity to make any other comments they wish on blank comment forms.

- Prepare a briefing note for SG members on matters like parish population, the housing needs survey etc. – **Action TL**
- Lapel badges – Just Christian names on them.
- Approximately 137 photos have been sent to the RCC to help illustrate our events
- After the last event on the 29th November the RCC won't start to analyse the results for two weeks, so that any late comments can be included.

7. Preparation for the stakeholder event next year – SG members will need to help prepare a list of stakeholders and contact details. The RCC will handle the invitations.

8. Hinckley and Bosworth Local Plan update – With new planning guidance having been issued over the summer by central government, the local plan timetable has been pushed back. Consultation on the early draft won't now happen until next year. MB and TL hope to hear more about this at the H&BC Rural Conference on 20th November.

9. Groby and Ratby Neighbourhood Plans – No progress at Ratby. Groby are still considering the matter.

10. Date of next meeting – to be arranged for early December. Please keep your entries in the on-line calendar up-to-date.

Signed

Steering Group Chair

Dated