

Markfield Parish Neighbourhood Plan

Minutes of the 17th January 2019 Steering Group meeting held at Markfield Community Library

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

1. Apologies: Julie Harper

2. Minutes from last meeting – October 2018 minutes were correct. Approved and signed.

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

4. Discussion of the drop-in event analysis

JS lead the meeting through the work she'd done

- Produced a summary of the of the comments received, based on the number of comments received per topic area. Traffic and Transport received the most comments (48), whilst communication didn't receive any.
- She commented that the although the attendance demographics weren't really a representative sample, that wouldn't count against us, because we'd been through the exercise.
- It was suggested that it might be worth marking on a map those parts of the parish the visitors came from
- The fact that most of the visitors were in the 65-74 age category isn't unusual and can be addressed at other events. **RW said she had contacted Mercefeld Infant/junior schools.** JS said she has a simple, 3 question questionnaires for schools to use. We could also, in due course undertake a young person's survey, as part of the household survey. **DS said he'd raise the topic of involving South Charnwood school at a forthcoming governors meeting.**
- JS cautioned that not all the comments received can be addressed by the NP itself, since they fall outside it's remit. However, they can be included in an accompanying "Community Action Plan",
- JS asked if any further comments had been received – none had.
- AD reported that the Shaw Lane Action Group had also developed its own evidence base on issues like traffic etc.
- Frances Belcher at H&BC is interested in seeing a copy of our Drop-in event report – **TL to forward her one.**

5. Preparing for the Stakeholder meeting

- This is the next crucial consultation stage we have to go through. It aims to seek the views of businesses, local organisations, schools, churches etc – expand
- It's a one-off event, which uses the same question topics as the drop-in events.
- The event runs from 6 to 8 p.m. and starts with background presentations by the RCC and the NP chair. Groups of up to 10 attendees are seated around tables and

are then invited to discuss/comment on the topic questions. At each table there will be 2 NP members – one will act as chair and the other the scribe. Attendees can also use post-it notes to leave comments.

- We need to complete the excel spreadsheet JS has provided with, the names, addresses, email addresses and possibly telephone numbers – transfer data from TL table. **RW will survey businesses on Main Street and JG will do the same for the Hill Lane Industrial Estate.**
- RCC send-out the invites, but the NP group needs to undertake the local publicity.
- RCC would undertake all printing and would also send-out comment forms to the invitees, in case they couldn't attend the actual event.
- The RCC also sends out reminders
- 4 Weeks is needed to send-out invites and receive the replies.
- Possible venues were discussed including Markfield Court and Stanton-under-Bardon Village Hall. TL agreed to talk to the Markfield Court manager to see how potential issues relating to not taking refreshments into the hall might work.
- We need to identify a couple of possible dates – early to mid-March. We also need to ensure that all NPSG members can attend to ensure the tables are properly staffed.

6. H&BC local plan update

- H&BC have issued their latest “Strategic housing and economic land availability assessment” (SHELLA) 2017/18. Plans have been distributed to all NP members. H&BC should also be providing their assessment sheets for all the Markfield Parish sites.
- It provides us with an insight into how landowners and their agents assess the development potential of their land.
- H&BC are now conducting a Local Plan Review – it runs from 7th January until 3rd March 2019. Our group can comment if it so wishes.

7. The new working arrangements between H&BC and the RCC

- Since the last NP meeting H&BC and the RCC have agreed new Neighbourhood Planning working arrangements.
- They allow an extension the RCC's involvement with NPs so they can assist steering groups throughout the development of their plans. It also allows the RCC to offer the services of an associate town planner to assist NP groups and thus provide a more streamlined way of working.
- It is entirely up to individual NP groups as to whether they wish to develop their plans using these new arrangements.
- The associate planner may be able to attend the Stakeholder Group meeting.
- JS thought the associate planner's daily cost would be between £400 and £500.
- The grant application to “Locality” would include the cost of employing a planning consultant – he/she would provide a quote for inclusion in the application. “Awards for All” may also be another grant aiding body to approach.

- Stanton-under-Bardon NPSG aren't using the new working arrangements – they are employing a different planning advisor – **TL to talk to Mr Briggs about it.**
- AC asked about the timeframe for our plan – a realistic one would be completion in late 2020.

8. Web pages, Facebook page and Logo

- All o.k.
- RW has approached the school ref the logo but is still to receive their reply.

9. Date of next meeting 21st February – 7 p.m. at Markfield Community Library

Signed

Steering Group Chair

Dated