

Markfield Parish Neighbourhood Plan

Minutes of the 30th July 2019 Steering Group meeting held at Markfield Community Library

Present: Ann Cook; Jacqui Williams; Mike Williams; Tony Lockley; Julie Grace; Annie Duggan; Rosie Woodland; Barrie Gannon; John Preston (RCC)

1. **Apologies:** Julie Harper; David Sprason.
2. **Minutes from the last meeting** correct and signed by the chair.
3. **Matters arising from the minutes not dealt with elsewhere on the agenda** - none
4. **Declarations of Interest** – Barrie Gannon completed and returned his copy.
5. **Appointing the RCC and their associate planner as our consultants**
 - The chair welcomed the RCC to their first meeting in their new capacity.
 - After Steering Group members interviewed John Preston (RCC) and Colin Wilkinson (Associate Planner) on 4th July at Markfield Court, they were in unanimous agreement to appoint them as consultants for the Markfield Parish Neighbourhood Plan. The RCC will now provide a formal letter of appointment (or similar), which will be reported to the September Markfield PC meeting for formal approval.
 - Between now and late September/early October, when hopefully the “Locality” grant is approved, the RCC will provide support for free.
6. **Revised timetable for the next 12 months**
 - JP had suggested some revisions to the timetable TL has circulated at the previous meeting. The revised timetable was circulated for comment.
7. **“Locality” grant application**
 - TL will be preparing a detailed report for the September PC meeting. It will cover:
 - a) estimated costs for the current financial year – printing costs for the questionnaire are currently being sourced.
 - b) the anticipated level of “Locality” grant
 - c) a request for the PC to provide contingency fund, should the “Locality” grant be insufficient.
 - d) The required PC involvement with the “Locality” grant application and the critical 15-day timeframe
 - e) The formal appointment of the RCC and their associate planner to support the NP process
 - f) The revised timetable for the next 12 months
8. **Parish questionnaire**
 - Developing the content of the questionnaire will be the major task for the SG over the next 2/3 months.
 - The RCC can provide a template for the SG to adapt to suit our needs

- The priorities registered at the drop-in and stakeholder events will influence some of the questions as will the results of the housing needs survey.
- Dividing work on the different questionnaire topic headings between SG members will make life easier. The following was agreed:

Mike W – internet and communications

Ann and Barrie – transport

Rosie/ Julie G/ Tony - Landscape/open space/environment –

Barrie - Energy/Climate

Tony - Housing

Business and Employment – **looking for volunteers**

Community Facilities – **looking for volunteers**

- There needs to be at least 1 test-run for the questionnaire
- There might be an advantage having a blank page at the end of it for respondees additional thoughts
- Good to have a launch event with a small NP display and the opportunity for residents to ask questions or be helped filling the questionnaire in.
- Having the option of providing a large-print version could be helpful
- Best to share a working draft of the questionnaire with the PC. They might also think of some additional questions. Not necessary for the PC to sign it off.
- The youth questionnaire could be sent to parish-based pupils at South Charnwood next term – subject to the school agreeing – **RW/DS**
- When hand-delivering the adult questionnaire there would be the option of asking if a paper copy of the youth one was also required.
- **JP** to circulate a copy of the RCC's questionnaire
- The RCC uses SNAP to create the questionnaire and provide an initial analysis of the responses.
- At the drop-in and stakeholder events various participants expressed interest in being kept informed about NP progress – it might be worth contacting them to see if they wanted to get more involved.
- **RW** said she'd be staying in-touch with Mercenfeld school next term to keep their involvement with the NP alive.

9. Schools related matters

- **RW** - reported the 3 logo winners had been presented with book token purchased by the PC.
- **TL** - circulated copies of the winning logos scaled to fit on letterheads etc. It was agreed the "hand colour" needed deepening.

10. Articles for the August edition of the Herald

- **RW** and **TL** had previously circulated copies of their draft articles. Some minor amendments were needed but they'd be complete by the copy deadline.

**NEXT MEETING OF THE NPSG: 27/8/2019 – 7pm Markfield
Community Library.**

Signed

Steering Group Chair

Dated