

## Markfield Parish Neighbourhood Plan

### Minutes of the 27<sup>th</sup> August 2019 Steering Group meeting held at Markfield Community Library

**Present:** Jhanvi Shukla; Ann Cook; Jacqui Williams; Mike Williams; Tony Lockley; Julie Grace; Barrie Gannon; Julie Harper.

**Apologies:** Annie Duggan; Rosie Woodland; David Sprason

Minutes from the last meeting signed.

Declarations of Interest – received from Barrie.

1. Logos – the logo design should be in the next publication of the Herald.
2. Developing the Questionnaire – Jhanvi outlined some guidelines on how to develop the questionnaire with hints on how to put it together, ideas on phrases to include and some other groups examples. It should include an explanation as to what the NP is and what we are trying to achieve. We need to confirm
  - a. 1<sup>st</sup> page should include the Logo, information and deadline dates.
  - b. Drop off points – we need to have several drop off points for the completed questionnaires – for example Markfield Court, the Library etc. It was suggested that it should also include a contact phone number for anyone who may have difficulty returning it, so collection can be arranged.
  - c. Map of the Parish will need to be included.
  - d. Last section is about the responder – age bracket, length of time living in the village, etc. We could possibly ask where in the Parish they are?
  - e. Discussed doing a household one, plus a youth one, with the option to having both online – mock ups for both – The RCC will put content onto the paper version and an online version. The online and paper versions would need to have tick boxes and we would need to test it out before it went live.
  - f. Paper version – information from it would need to be input manually – online version information would be fed directly into the system.
  - g. We will have opportunity to amend the questionnaire as it is developed – it is important that we take time so that it is right and we get as many responses as possible.
3. Responses to Questionnaire – raw data will be shared as a group and with Colin to form the basis of the draft plan. The RCC will send the raw data in report form,
4. Public can make comments at pre-submission stage and approval from the PC will be required.
5. Referendum – will be organised by Hinckley and Bosworth Borough Council.
6. Terms of Engagement – Tony is preparing a report for the Parish Council meeting covering service level agreements and detailed costings of work required. Work and costs will be split into phases between now and 31<sup>st</sup> March 2020.
7. Printing costs – group to ask PC for approx. £1000 to cover this and other costs in this phase – we have had 2 quotes so far for the printing of the questionnaires.

- a. £625/£140 – cheapest quote
  - b. £680/£180
8. Copies of the final report – we will need to keep several copies on file for reference that can be available to be viewed on request.
  9. Application for Locality funding will be made soon after the September meeting by Tony and a member of the PC.

NEXT MEETING OF THE NPSG: 24<sup>th</sup> September 2019 – 7pm Markfield Community Library.

Signed

Steering Group Chair

Dated