

**Stathern Parish Council's Neighbourhood Plan Steering**  
**Group Meeting**  
**Monday 3rd March 2020, 7:30p.m.**  
**at The Plough**

## **Agenda**

**Persons present:** Cherry Underwood, Alison Shelton, Sally Fagan, David Mell, Ken Bray, Scott Hallett, Rob Smith

**Clerk:** Justine Collins

**1. Welcomes and Apologies**

Apologies from David Shelton & Carrie and Gary

**2. Declarations of interest**

To be declared as and when appropriate.

**3. Minutes of meeting on 27th January 2020**

Asked Gary to double check for any cross cutting when he reads through the chapters

Cherry ask Barbara to do succinct history of Parish

Cherry forwarded vision to Gary

Accepted as accurate record and signed by Chair

**4. Theme Group confirmation of completion**

No update needed, but checking in final stage. Policy drafts are mostly done, tweaking can be done later. All 3 drafts are now with Your Locale being checked. All should read the drafts to check through, also check against the vision statement, using the current challenges to check against.

CU to ask Gary if they can be seen 2 weeks before the open event, send to Justine to distribute. Need to remember they will be drafts not the final document.

- **Housing**

Yes. Rob to forward draft to Gary

- **Sustainability**

Yes

- **Environment** – Not in final stages, just close to getting first draft done. By middle of this week a draft should be together. The work is done.

**5. Questionnaire**

The theme questions can be asked at the open event.

A questionnaire would only give extra data. A good sample size is needed for it to be relevant. It is the quantitative information coming out of the open event that is critical.

Discussed and a questionnaire is not needed. Just want the quantitative data questions.

CU will build, it will have a link on the website. Your Locale will collate the information.

Each theme group to come up with a single side of questions to use at open event.

Is there a broad support for the policies, yes or no.

Comments are used as qualitative data. Showing it has been consulted on for the open event.

How many cars in the household is a question? how many parked on or off road.

If you think of any more let CU know by Wed this week and CU will send out by the end of the week.

## **6. Open Event on 27th March 3 to 7pm**

- We are doing this ourselves. We need context followed by policy on the three themes and Maps. Context (narrative), policy number proposal, yes or no under it with comments to add. Some of the policies can be grouped
- 2 people from each theme with their area and encourage response
- SF has 1 set of display boards; CU may have 2 sets. Each theme group puts together their information, send to Cherry and she will print onto A3. Work to 2 wings and a centre each, they can be front and back
- Vision could be on the screen
- 6 A3 yes and no boards for the post it notes to be stuck to
- Anything to be printed off to Cherry by 20th
- Sally and David Mell not available on the day. Ken, Rob, Cherry, Alison & Justine are available
- Environment need to consult with John Martin
- A sign in sheet at the door. CU to check with Gary
- Ask school to put something out in book bags.
- AS has offered to hand deliver the invites throughout the village. AS to tweak the original invite and send to Cherry
- It is for everyone to encourage the attendance of people
- Tea, coffee and biscuits

## **7. Budget**

### **3rd invoice from Your Locale**

Additional £3500 of funding. Currently we shouldn't have a deficit.

CU to confirm no additional costs beyond this to complete the NHP on invoice it says 80% complete.

The plan won't land any weight until submitted to LPA. First approval is by PC Apr/ May then consulted on for 6 weeks then submitted to LPA. CU will check proposed date of this with Gary. referendum after that

## **8. Any Other Business**

last page has reference to call for sites in it on housing report from Gary

**Actions;** CU to check this with Gary

#### **9. Date of future meeting(s)**

Not set until checked process after the open event.

**Actions;** CU ask Barbara to do history of Parish  
CU forward vision to Gary

**Actions;** CU ask Gary to forward policy drafts to JC, 2 weeks before open event

**Actions;** CU build questionnaire  
JC put on website  
Theme groups come up with questions for open event

**Actions;** CU check with Gary re the sign in sheets  
All to prepare information for open event and get it to CU by 20th  
Clerk ask school to put in book bags  
SF & CU provide display boards  
CU get tea, coffee etc

**Actions;** CU check with Gary the proposed date of submission.

*Justine Collins*  
Parish Clerk