

# THRUSSINGTON NEIGHBOURHOOD PLAN

## WORKING PARTY NOTES #15

MEETING 7.30pm October 11th, 2016

Present: Working Group:

Nich Stanyard            Mark Thistlethwaite            Tom Prior            Wendy Johnson

Nigel Hainsworth      Bob Philips (UI)            Jo Gregory (UI)

Apologies:            Candi Newby            Dave Young            Duncan Cuckow

Circulation: Above, TPC, J Poland, E Argar, Phil Gee, James Pearce, Nikki Allsager, L Newcombe, P Rendall

### General:

- a. Hannah Hamilton-Rutter will leave Charnwood BC at the end of October. Her replacement is Mark Fennell.
- b. Suzan Rubins has unfortunately had to resign from the Group. She will help on specific projects in the future but, at present, cannot offer her time due to increased personal commitments.

### 1. Report from Parish Council

Nothing to forward. Next meeting Oct 18<sup>th</sup>.

### 2. Funding and budget

Budget:

Agreed tea, coffee etc should be purchased for the group. **ACTION MT**

Spend so far – see attached budget spreadsheet.

Funding:

Reminder that first tranche of money must be spent by December this year.

Extract from mail to Helen Chadwick, she has also been asked if she would audit spend for us and the PC (**ACTION MT/HC**):

Start up meet etc	£1476 spent (£1229.90 exc VAT) leaving £749.10 to spend (exc VAT)
Engagement etc	£2327 to spend (£1605 exc VAT) leaving £722 to spend (exc VAT)
Room hire for 2/7/16	£7.50 spent leaving £92.50
Website development	£750 to spend
Printing costs	£383.03 spent (£319.09 exc VAT) Overspend of £69.09
Room hire	£100 to spend for specific topic event

We also have to do an end of project report before we can obtain the second tranche of the award – this must be written in draft at November meeting. **ACTION: ALL**

Second tranche of award – written and passed to Helen Chadwick to complete application on line. Value £3664.75. Check with HC. **ACTION MT**  
Copy of project plan for Locality attached.

Extra funding – Awards for all application to be made for £3k starting April 5<sup>th</sup>, 2017.  
**ACTION NH (TP MT)**

### 3. Project plan

Attached.

Next three tasks are seen as:

a. **Analysis of questionnaire.**

Post any questionnaires that have not yet been received to UI. **ACTION TP**  
So far roughly 50% return which is excellent but when all are in we expect about 70%.

Analysis to start next week – target completion of analysis by month end.

**ACTION BP JG**

Questionnaires to be returned to group after analysis. **ACTION BP JG**

b. **Second consultation.**

*Prepare for an event where a number of invited/interested residents/groups/businesses review data accrued so far with the objective of producing draft policies for the draft neighbourhood plan.*

Obtain analysis first. Include SWOT analysis from 2/7/16, vision and objectives, and, technical baseline documents.

As a group decide what directions/policy requirements the above suggest.

Invite groups/residents (street area representatives as per questionnaire, street residents, Parish Councillors, decide at next meeting) to help draft policies at an event.

To be six groups or themes (as per questionnaire) with information packs containing documents outlined above)

Street representatives to develop a note/invitation for each area.

24-40 people considered optimum.

Date to be Jan 21, 2017 if possible with a back up of Jan 28, 2017 if weather is poor. Availability of Village Hall to be determined. **ACTION MT**

Send draft outline of engagement to UI in advance.

Send information to invitees in advance.

Possibly revisit vision and objectives at event.

Advertise in December and January T Life.

Some training will be carried out by UI at start of event.

Running order:

Introduction

Training

Division into six theme groups (or seven – Infrastructure – utilities and broadband)

Analysis

## Conclusions

DETAILS TO BE DEFINED AT NEXT MEETING: **ACTION ALL**

**c. Write up consultation report.**

Should be completed by Christmas. **ACTION BP JG**

**4. Vision and objectives**

Final copy now agreed.

**5. Questionnaire**

Questionnaire delivered last week in September and collected by 10<sup>th</sup> October.

Completed questionnaires passed to UI for analysis, any remaining questionnaires to be posted to UI asap. Analysis to be completed by month end if practical and questionnaires to be returned to the Working Group for storage as evidence.

Copy of each persons method of issuing and collection of the questionnaire to be sent by mail to UI. **ACTION: ALL**

Facebook screen captures to be sent to UI for evidence file. **ACTION :TP**

**6. Technical baseline documents**

Need to review and post corrections to UI before Christmas. Set up meeting DY TP NS NH MT asap. **ACTION MT**

**7. Engagement of younger villagers.**

Agreed one event to occur, the others superseded by second consultation event described above.....

“Tots on Tuesdays” at Village Hall – a chance to talk to the young parents of the parish. CN to discuss content and approach at next Group meeting. Then plan date for talk with Tots group. **ACTION: CN (TP?)**

Copy of any notes and a brief report to be sent to the Working Group and UI after the event. **ACTION: CN (TP?)**

Scouts – only two cubs are villagers. Of the Explorer scouts there may be some interest. NH to pursue and comment at next meeting. **ACTION NH**

**8. Website and social media**

A sub group should decided content and layout and forwarded proposal – attached. Actions were agreed as per notes.

ECG/HC to be asked to set up in the first instance. **ACTION: TP MT NH at PC meeting 18/10**

Additional comments to add to proposal from grup:

Add FAQs. UI to send common list. **ACTION: JG BP**

Add news/updates on front page.

Add general documents library.

Add lots of pictures. Mr Kitchener has been approached to take photographs, cost £50, share with UI. Get a good picture of church and bridge to use as logo. **ACTION: TP**

Above added to web notes proposal notes.

Discuss detail after discussion with ECG.

## **9. Update for Thrussington Life**

Thank you note to be given to T Life for questionnaire. **ACTION: MT**

## **10. Outstanding actions**

- a. NS having trouble with Gmail and will set up new address – done.
- b. Urban Imprint can offer a training /information session on Neighbourhood planning to both Parish Council and Working Group. Bring up at next Parish meeting. **ACTION MT**
- c. Settlement boundaries. Copy of map recieved.
- d. It was suggested that we should identify any landholders with significant holdings in the Parish. A Captain Everard(?) of Rotherby owns land at the back of SRs house up to Seagrave Rd, see if can approach him at Hoby meeting (see below 11a). **ACTION: TP NS NH WJ**
- e. Received WJ declaration of interest as resident and ratepayer.
- f. Skills audit – awaiting mail from SR (copy to UI) **ACTION MT(SR)**

## **11. Any other business**

- a. Hoby and Rotherby are holding a shareholders event November 2<sup>nd</sup> at Brooksby Hall. MT to find details. TP NS WJ NH to attend. Discharges our duty to attend. **ACTION: NH TP NS WJ**
- b. Superfast broadband statement – where did quote originate? Contact Jayne. **ACTION MT**
- c. Have we got OS password yet. UI need to access maps. **ACTION: MT TP NH**

NEXT MEETINGS:

Baseline meeting – TBA (MT NH DY TP NS) – November **ACTION MT**

Next working group meeting – TBA November **ACTION MT**

Next working group/BPUD meeting – January 21 2017 TBC **ACTION MT**

M Thistlethwaite 14/10/2016

*015NP meeting 11 October 2016.docx*