

## WHISSENDINE NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of the Steering Group Meeting held on **Wednesday 21 April 2021**  
**7.00pm, virtually via Zoom**

**Present.**

**Mrs Rosemary Powell (Chair)**  
**Mr Will Farr, Mrs Cynthia Moss, Mr Paul Greenlay, Mr Geoff Clyde, Mr Conor Nicholl and Mr Kevin Thomas.**

Meeting opened 19.03 hrs

41. To take any questions or comments from the public: None
42. Apologies for absence: Mr Law and Ms. McCluskey
43. Declaration of any pecuniary interest in any matter on the agenda: None
44. To note changes to membership of the group: Mr Ed Richardson has resigned
45. To agree the minutes of the first meeting on 25 March 2021: Proposed by Mr Clyde, seconded by Mrs Moss, the minutes were AGREED.
46. Consider progress against project plan, timelines and milestones and where more detail should be included in that plan:  
It was noted the plan is being updated.
47. To review the content, timescales and agree responsibilities within the 'Publicity and Engagement' section of the draft project plan:  
There will be no report in the grapevine for May.
  - a. Publicity:  
The design of the logo was AGREED  
The content of the leaflet is to be edited to simplify both the language and message by Mr Nicolls. The Parish Clerk will act as final proof-reader. It was AGREED the leaflet will be delivered to each house in the parish, including outlying farms and lodges; by members of the Steering Group. Deliveries will be in June 2021.  
It was AGREED the content and timing of initial web page information will need to align to the leaflet distribution so it can act as a public reference source. The web-page structure has been designed, Mr Thomas agreed to review the design and begin populating the pages by 30 May 2021. It was noted Mr Thomas has already created a dedicated Gmail address.
  - b. Engagement:  
The consideration of the additional paid support required for: preparation, completion and analysis of the survey; was deferred to item 47b below.  
It was AGREED that two village events in July 2021 will provide opportunities to consult with villagers and gather evidence for the plan:  
4 July 2021 10:00-15:00 hrs Table Top Sale on the Village Green  
9 July 2021 18:00-20:30 hrs Classic Car Meet at Whissendine Sports Club
48. Update on progress with 'evidence gathering' on topics allocated to group members.  
**Transport (TL):** in-hand, scope of research being refined

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**Housing, Heritage and History (GC):** researching neighbouring local plans, village design statement (2004), current draft Local Plan, etc. Looking at maps there are no obvious in-fill sites within the existing village boundary but there are some extensive gardens attached to some houses. To look at: housing mix, including private v. HA rentals; and a Housing Needs Survey based on the Uppingham Model.

**Economy and Employment (KT):** >50 businesses within the parish (plus unknown No. sole traders). Av. House price £500k, but inflated by recent sales of new-builds @ for c£1M. A semi-detached house is c£218k and the incomer-demographics are: >40 years old 'returners' to the village following tertiary education and early career to generate capital.

**Leisure and Recreation (RP):** Scope to be refined to minimize overlap with other topics but will include the Sports Club.

**Community Services and Facilities (PG):** Liaise with RP re Sports Club

**Natural Environment, Water and Flooding (CN):** There is no open-source data available. Mrs Moss has flood maps, LIDAR images show topography in 3D, The Clerk will provide observations regarding the altered course of the brook during flood-events.

49 Budget and funding

- a. To consider those further expense requests, in addition to the website, to be submitted to Whissendine Parish Council meeting 3 May 2021: None identified.
- b. To consider grant-funding opportunities and the timing of an application:  
The grant fund is now open for 2021-22; with £10k available. It was AGREED funds are needed for printing and consultancy, in addition to the initial funds granted by Whissendine Parish Council on 12 April 2021. To gain grant the consultant and the nature and duration of their support must be included in the bid. So far three consultants have been approached and one has provided an outline of their services and costings. It was AGREED that further comparison of the types of support available would be undertaken by Mrs Powell and Mr Thomas. From the service descriptions the group would determine what services they needed, the likely duration of support and the likely cost for the duration of the project. The overall cost will both provide evidence for the grant application and determine the appropriate procurement process. The service comparisons will allow the development of a service specification so the Clerk can invite tenders or obtain quotes/estimates as appropriate.
- c. Asking the Parish Council to delegate power to (a) named person(s) to make an application for grant funding for the Neighbourhood Plan project from 'Locality' or any successor organization was deferred.

50 Agreement of next steps and suggestions for next agenda.

At the next (informal) meeting:  
Leaflet distribution to be arranged  
Website content to be reviewed  
Consultant's service specifications and costs to be reviewed  
Arrangements for the events on 4 and 9 July, including manning the stand/table  
Update on evidence-gathering.

- 51 It was AGREED the next meetings will be 19 May (via Zoom) [informal]  
9 June (Venue TBC) [Informal]  
Next formal meeting (in public) will be in July 2021 on a date TBC and at a venue TBC

Meeting closed 20.22 hrs.

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ACTION LIST: This does not form part of the minutes

In addition to general tasks associated with allotted topic:

Rosemary

- To contact Nicki McClusky
- To contact consultants and compare services/costs
- To start refining grant bid
- To prep and agenda for 19 May Zoom meeting
- To arrange venue for 9 June meeting.
- To prep agenda for 9 June face-to-face meeting

Conor

- To edit the leaflet

Geoff

- To look at housing mix (o/o and rental)
- To consider Housing Need survey

Kevin

- To review web pages and populate by 30 May
- To advise Rosemary of Gmail address for inclusion in leaflet

Cynthia

- To provide flood maps + info. to Conor

Parish Clerk

- To proof-read the final leaflet
- To provide brook's course in flood to Conor
- To host 19 May Zoom meeting
- To arrange venue for July meeting
- To confirm place/date of July meeting to Group members

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