

WHISSENDINE NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of the Steering Group Meeting held on **Thursday 22 July 2021**
7.00pm, at Whissendine Village Hall

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

In attendance Dr S Lammin (Parish Clerk)
Mr Ed Walker and Ms. Amie Middleton

Meeting opened 19.03 hrs

52. To take any questions or comments from the public: None
 53. Apologies for absence: Mr Law
 54. Declaration of any pecuniary interest in any matter on the agenda: None
 55. Election of Chair of the Steering Group: Mr Thomas was nominated by Mrs Powell, seconded by Mr Clyde. Mr Thomas was duly elected. By mutual agreement Mr Thomas will assume the Chair in October 2021 and Mrs Powell will stand-in until then.
 56. To note changes to membership of the group: Mr Ed Walker and Ms. Amie Middleton were welcomed to the group.
 57. To agree the minutes of the meeting on 21 April 2021: Proposed by Mrs Moss, seconded by Mr Greenlay, the minutes were AGREED.
 58. Update on leaflet delivery, events and feedback: All houses in village leafleted (560). Small table-event held. 9 paper leaflets returned + 3 website responses + 1 email returned to a member of the group. Paper returns: 6/9 liked friendly atmosphere and good pub. 3/9 disliked parking near the school, flooding of the brook and poor bus services. 3/9 wanted better sewerage and flood control, 3/9 wanted better parking and speed control in Main Street, 2/9 wanted better engagement with WPC one wanted more affordable housing.
 59. Update on website and communication:
Website has been updated with responses from leaflets and request for more emails. Tony to be asked to put post on Facebook. Kevin has prepped a Grapevine article for August. Question of using a QR code on a poster and create a Google-form to collect responses direct to the website; Nicki, Ed and Connor to arrange Google form and design poster.
 60. Financial reports.
 - a. Notification of receipt of grant from Groundwork, and associated conditions:
A grant of up to £1831.00 has been received towards the production of the Neighbourhood Plan in 2021-22 and the conditions attached. The grant was received on 18/6/21; it is useable towards identified costs of producing the Neighbourhood Plan, any unspent allocation is refundable to Groundwork at the end of March 2022.
 - b. Notification of total expenditure to date:

600 Neighborhood Plan Leaflets	£ 115.00
Neighbourhood Plan Web-domain	£ 22.62
- Any member of the public may view copies of letters and documents held by the parish council by appointment with the Clerk: whisspcclerk@gmail.com

2x A1 laminated village maps £ 50.16

- c. Notification of that expenditure to date which eligible under the terms of the grant:
2x A1 laminated village maps £ 50.16

61. Report outlining procurement process and comparing offers from potential consultants:
The report was considered and it was AGREED that the Parish Council be requested to appoint HB. The Chair and the Clerk will seek grant funding from Groundwork.
62. Update on the evidence gathering: Need consultant's input to focus evidence. Need people to share the evidence they've gathered with the group, Connor will put it on google-docs if it is set to him. Information to reach Conor by 15 August 2021.
63. Future public/consultation events
Whissendine Flower Show 29 August 2021.
64. Next steps: meeting with consultant, questionnaire, etc.: Consultant's meeting early September.
65. Any business not elsewhere on the agenda: None
66. Agree the date of the next meeting:
The following dates have been booked (subject to confirmation of room availability):
Wednesday 25 August 2021
Wednesday 22 September 2021
Thursday 22 October 2021
Wednesday 24 November 2021
Wednesday 22 December 2021
Thursday 20 January 2022
Tues 22 February 2022
Wednesday 23 March 2022.

Meeting closed 20.15 hrs.