

**Minutes of the Sileby Neighbourhood Plan Advisory Committee Meeting
held on Thursday 27th July 2017 at 7.00pm at
Sileby Community Centre, High Street, Sileby, Leicestershire**

PRESENT

Councillor Mrs Liz Astill – Sileby Parish Council	Mr Peter Astill
Councillor Miss Emma Compson (Chair) – Sileby Parish Council	Mr Philip Crawley
Councillor Mr Jon Frost – Sileby Parish Council	Mrs Liz Jones
Councillor Ms Val Marriot – Sileby Parish Council	Mrs Kaisra Khan
Councillor Mr Billy Richards – Sileby Parish Council	Ms Shelley Mastericks
	Mr Peter Small

Mr Gary Kirk YourLocale
Mr Paul Goodman – Minute taker

040/17 WELCOMES AND APOLOGIES

Cllr Compson welcomed everyone to the meeting.
Apologies were accepted from Mr Ady Crawley and Mr Simon Dalby.

041/17 DECLARATIONS OF INTEREST

Existing declarations remain.

042/17 APPROVAL OF THE MINUTES

042/17a Accuracy

RESOLVED to approve the minutes of the Advisory Committee Meeting held on 29th June 2017

It was reported that all the actions from the Neighbourhood Plan Action Status report had either been completed or were to be covered on the agenda.

031/17 c/f Mr Dalby to report back at a future meeting (Shires grant)

042/17b Matters arising

It was agreed to co-opt Cllr Richards and Mrs Khan onto this committee. Cllr Compson reminded members that they must abide by the Parish Council's Codes of Conduct and that the decision would be ratified at the next meeting of the Parish Council.

043/17 COMMUNICATION

Cllr Emma Compson, Cllr Jon Frost, Cllr Billy Richards and Shelley Mastericks shared early works on a communication strategy to guide the NP engagement – members were supportive of this.

RESOLVED for the task group to populate the action plan with methods and timings for engaging with the community and present back to the next meeting of the Committee as well as keeping the Parish Council fully informed.

Cllr Richards recommended that the NP Advisory Committee and the Parish Council should develop consistent branding. This would demonstrate professionalism and gain credibility as well as building the trust and confidence of the community. He will take the idea forward to the Parish Council.

044/17 FEEDBACK FROM TASK GROUPS

044/17a Questionnaire

Cllr Compson thanked members of the Questionnaire task group for the work that they had put in. Mr P Astill reported upon some members' feedback for minor changes in wording and sought advice upon how to revise. Gary Kirk recommended that within the Plan there might be a specific section on developer contributions and that this would serve to inform both Charnwood Borough Council and potential future developers of Sileby's growing infra-structure needs. He also suggested that the questionnaire include the invitation to supply some feedback data (eg names, postcodes, age bands).

Mrs Keisra Khan suggested that a growing population would put pressure upon the utilities and this might be a consideration for a relevant theme group to look into.

RESOLVED that YourLocale will format the questionnaire and make it available as hard copy and electronic response.

044/17b Vision statement

Cllr Compson thanked members of the Vision statement task group for the work that they had put in. Mr Peter Small said that the group had taken it as far as they could but that they now needed some professional input. Mrs Khan liked the emphasis that showed that the committee is calling for the people of Sileby to demonstrate that this was their vision of the future for the village. Gary Kirk believed that it was a good statement which would now be taken to the people at the Open Event to test it out. The final version of the Vision would emerge from this, and other, consultation opportunities along the way.

044/17c Logo

Mrs Liz Jones had attended Highgate primary school to award the prize to the designer of the winning entry. The boy had been delighted to win the prize and the children are now much more aware that Sileby is including young people in the process of producing a Neighbourhood Plan. RESOLVED to involve the Highgate School Council throughout.

045/17 OPEN EVENT

Gary Kirk had brought along some display boards from another Neighbourhood Plan open event. He explained that he would produce boards for the Sileby event and supply all the materials needed. People are invited to use post-its to make brief comments upon themed displays, in each case facilitated by a volunteer member of the committee. There would also be some interactive displays using maps so that the public might identify important views and green spaces and also any sites that they specifically supported or opposed for potential future development. Gary would be asking the Parish Council to supply some local photographs. After the event YourLocale would produce a report, summarising the findings, that would then inform the work of the themed sub-groups.

Members of the committee were mostly available to attend the Open day and to fulfil certain roles – on reception, on the inter-active displays, by floating and supporting, and by providing refreshments. The exact allocation of these duties would be decided at the next meeting.

RESOLVED – to ask the Parish Council to supply funding for refreshments at the Open event and to consider how to cover cost of promotions.

046/17 THEME GROUPS

Gary Kirk had circulated some information about the process of establishing themed groups, each of which would be supported by a facilitator from YourLocale. It would be for the committee to decide how many sub groups it wished to have; usually from Housing, the Environment, and Transport, Employment, and Community Facilities (or some combination of these three). The themed groups would deliver the narrative that under-pinned the policies which, after testing, would go into the Plan. Mr J Frost reminded the committee that the Council had a list of people, from its original event, some of whom may wish to join a theme group and there might be some stakeholders in Sileby with interest in specific themes.

Gary Kirk recommended that one member of the committee, at least, be on each theme group to help the process to move along. It was agreed to propose the theme groups at the next meeting.

047/17 FUNDING

Cllr Compson reported that the Awards for All funding and the first tranche of the Locality funding had been received. If there were further financial needs for which the Parish Council would need to make provision these should be identified and the request made formally through a Parish Council meeting. It was anticipated

that the questionnaires would be ready in time for distribution alongside the flyer for the September Open event.

048/17 PROGRAMME

Gary Kirk reported that the timetable for the programme was on track.

049/17 ANY OTHER BUSINESS

Cllr Compson had contacted Nik Green at Leicestershire County Council who has responsibility for supporting Neighbourhood Plans and co-ordinates the County's network meetings and website support.

Gary Kirk recommended that the committee try to identify the land owners in the area so that they might be informed of the process. It is important to do this at an early stage and the process could be started off at the Open event. This will help to inform the work of the Environment sub group.

050/17 DATE OF NEXT MEETING

Thursday 31st August 2017 at 7.00pm in the Wesleyan Room.

Mrs Liz Jones and Mr Simon Dalby had given their apologies for this meeting.

MEETING CLOSED AT 9.00pm.