

**Minutes of the Sileby Neighbourhood Plan Advisory Committee Meeting
held on Thursday 28th September 2017 at 7.00pm at
Sileby Community Centre, High Street, Sileby, Leicestershire**

PRESENT

Councillor Mrs Liz Astill – Sileby Parish Council	Mr Peter Astill
Miss Emma Compson (Chair) –	Mr Ady Crawley
Mr Philip Crawley	Mr Simon Dalby
Mrs Liz Jones	
Councillor Mrs Valerie Marriott Sileby Parish Council	Ms Shelly Mastericks
Councillor Mr Billy Richards – Sileby Parish Council	Mr Peter Small

Mr Gary Kirk YourLocale
Mr Paul Goodman – Minute taker

060/17 WELCOMES AND APOLOGIES

Cllr Compson welcomed everyone to the meeting.
Apologies were accepted from Mr Jon Frost. Kaisra Khan had notified that she may have difficulty making the meeting.

061/17 DECLARATIONS OF INTEREST

Existing declarations remain.

062/17 APPROVAL OF THE MINUTES

062/17a Accuracy

RESOLVED to approve the minutes of the Advisory Committee Meeting held on 31st August 2017

062/17b Matters arising

It was reported that Cllr Billy Richards had arranged a meeting with the Clerk to discuss Parish Council matters relating to a communications plan, and that he can raise the NPAC communication actions as part of this. Cllr Liz Astill would check that the main hall is booked for the next meeting on 26th October 2017.

063/17 OPEN EVENT – FEEDBACK AND ANALYSIS

The Chair invited feedback from members of the committee on the recent Open Day. The feeling of the meeting was that it had been a very successful event with 140 people attending. The public were generally engaging very well in the process and most seemed to be positive and constructive. A major issue and recurring

theme was TESCOs car park and members recognised the need for this to be considered as part of the Parish Council's response to wider parking challenges. Gary Kirk said that he would put the summary of his report of the event on the Council website. A summary would also be provided in the next Talk at Sileby. Cllr Val Marriott felt that it was important to follow up with those people who had left their contact details and asked whether there might be an extra, non-business, meeting held? Gary Kirk agreed on the importance of continuing engagement but felt that the theme groups presented an adequate opportunity for meaningful and focussed discussion. The Committee would email (blind copy) all those who had left their details but with an "unsubscribe" option should they wish not to continue. Liz Jones suggested that a big Thank You notice be displayed prominently on local noticeboards, which members agreed to.

The committee thanked Gary Kirk for his helpful and thorough Open Event report – members found the results of the analysis to be generally as expected. Cllr Liz Astill suggested leaving a copy in the library and other key places. The Chair asked for feedback on the vision exercise and it was agreed to revisit testing of this further down the line.

064/17 QUESTIONNIRE UPDATE

There had been 186 online questionnaires received to date. A reminder would be sent out urging people not to miss the opportunity to have their say. Members agreed to distribute more hard copies to the places they frequent in the village, especially mindful of any geographic parts of Sileby that might be being missed. Allocation of places to pick up questionnaires on a weekly basis was made. All returned questionnaires should be handed in to the Council Clerk, and the Clerk will be asked to then send these on to YourLocale in batches. YourLocale will ensure these are uploaded into Survey Monkey.

065/17 THEME GROUPS

Gary Kirk explained that everyone who had expressed an interest will be invited to the launch of the theme groups on 26th October 7.30pm. Each theme group will be assisted by a YourLocale facilitator. It was agreed that Transport justified the need for a fourth theme group. The Chair then invited members of the committee to express their desired theme group and a good balance was achieved. Cllr Billy Richards asked whether YourLocale might share the theme group questions in advance so that committee members would be well prepared and well informed within their groups. Gary Kirk agreed that he could do this but stressed that it was important not to be too prescriptive too early.

066/17 FUNDING

GK reported that he had submitted his second invoice. The two display boards and one banner had been purchased from the grants received, in line with projected

spend. Simon Dalby asked whether the committee could be provided with a breakdown of the spend so far and the Chair agreed to ensure this is actioned and reported back on. Simon invited the rest of the committee to consider an application to Leicestershire County Council's Shire Grants for an award which might support community cohesion, or similar priorities, in Sileby. Members received an information leaflet and this will be looked into.

067/17 PROGRAMME

GK reported that the timetable for the programme remains on track. He stressed the importance of doing the process thoroughly whilst being aware of keeping the momentum going.

The Chair believed that it was important to keep the MP, the County councillor and the Borough councillors involved and engaged.

068/17 ANY OTHER BUSINESS

The Chair asked whether any other members of the committee had signed up for the County's Neighbourhood Plan Network event on 28th November. She welcomed other members joining her there.

069/17 DATE OF NEXT MEETING

Thursday 26th October 2017 at 7.00pm in the Wesleyan Room (NPAC business meeting) followed by, at approximately 7.30pm, Theme group launch in the Main Hall.

MEETING CLOSED AT 8.50pm.