

Tugby & Keythorpe Neighbourhood Plan Steering Group

Notes on the inaugural meeting of the Tugby & Keythorpe Neighbourhood Plan Steering Group held on Friday 12th October 2018 at The Meadows, Hallaton Road, Tugby at 6.30pm.

Those present: Simon Cowan, Julie Dawson, Jenny Hine, Alyson Rees, Colin Storry, Madeleine Wang, Roger Peel (Parish Council) and Stephen Butt (Parish Clerk).

1 **Appointment of officers**

Simon Cowan and Colin Storry were elected Chair and Vice-Chair respectively.

2 **Appointment of secretary**

It was agreed that the Parish Clerk would take notes to record the business agreed at this meeting, prior to the appointment of a secretary.

3 **Constitution and Terms of Reference**

It was agreed to receive the draft Constitution provided by the Parish Clerk as a template for future discussion.

4 **Appointment of a facilitator**

The process for selecting and appointing a facilitator was discussed. It was agreed to defer this until a future meeting.

5 **Open Discussion**

Matters discussed included the need for full consultation and transparency involving all residents and stakeholders including those in adjacent parishes. Community Right to Buy and Assets of Community Value were also noted.

5 **Next Meeting**

It was agreed that the group will meet next on WEDNESDAY 7th NOVEMBER 2018 at 7.00pm at 'Whiteacres', Main Street, Tugby.

The meeting closed at 8.00pm.

Stephen Butt

Parish Clerk

15 October 2018