

Tugby & Keythorpe Neighbourhood Plan Steering Group

The MINUTES of the meeting of the Tugby & Keythorpe Neighbourhood Plan Steering Group held on Wednesday 7th November 2018 at Whiteacres, Main Street, Tugby.

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

1 **Apologies**

Apologies were received from Geoff Rowden and Julie Dawson. The meeting was advised that Geoff Rowden had decided to resign from the steering group.

2 **Minutes**

The Minutes (notes) of the inaugural meeting held on Friday 12th October 2018 were accepted as a true and complete record of transactions.

3 **Secretary**

It was agreed that the Parish Clerk would continue to act as secretary, his time to be paid by the Parish Council.

4 **Constitution and Terms of Reference**

It was agreed to adopt draft Constitution provided by the Parish Clerk on the understanding that it would be reviewed on a regular basis.

5 **Appointment of a facilitator**

It was agreed to engage a facilitator, and to invite three potential candidates to submit a written statement outlining their proposals, listing their previous completed neighbourhood plans and indicating their fees. The Clerk would prepare a letter of invitation by the end of November for approval by members. Candidates would be invited for interview before the end of January 2019.

6 **Vision and timeframe**

It was agreed that the group's vision should be 'to produce an effective neighbourhood plan reflecting the majority views of the community'. It was agreed to consider a timeframe of twelve months for completion of a draft submission plan.

7 **Next Meeting**

It was agreed that the group will normally meet on the first Wednesday of the month, the next meeting to be held on Wednesday 5th December 2018 at 14 Wellfield Close.

The meeting was closed by the Chair at 9.05pm.