

Tugby & Keythorpe Neighbourhood Plan

The MINUTES of the meeting of the Steering Group held on
Wednesday 2nd January 2019 at 7.00pm
at 14 Wellfield Close, 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 for absence** were received from Julie Dawson.
- 2 The **Minutes** of the meeting of 7th November 2018 were accepted as a true record and were signed off by the Chair.
- 3 **Appointment of Facilitator**
On the basis of documents received, it was agreed to invite Your Locale and the Rural Communities Council to attend for interview. The Clerk is to ascertain their availability on either 16th January or 6th March.
It was agreed that group members would submit questions to the Clerk to be compiled and sent in advance to the two candidates.
It was agreed that Madeline Wang would book the church for these dates.
- 4 **Update on other progress**
Website - It was noted that all relevant documents will be available on the website and it would be publicised as widely as possible.

Photographs - It was noted that photographs of the parish will form an essential element of the Plan and will be welcomed. These will be uploaded to the website, but residents' privacy will be respected.

Parish Council financial support - The Clerk confirmed that the Parish Council has set aside £1000 in next year's budget to provide initial funding for the Neighbourhood Plan.

The meeting closed at 8.20pm.