

Tugby & Keythorpe Neighbourhood Plan

The MINUTES of the meeting of the Advisory Group held on Wednesday 13th February 2019 at 7:00pm at the Dean Room, Village Hall

Those present: Simon Cowan (Chair); Alyson Rees; Colin Storry; Karen Porter; Roger Peel (Parish Council); Gary Kirk (Your Locale).

- 1. Apologies for absence** were received from Jenny Hine and Madeleine Wang.
- The **Minutes** of the meeting of 2nd January 2019 were accepted as a true record and signed off by the Chair.
- It was unanimously agreed that the Chair's **Article**, prepared for the March edition of the Village Diary should be submitted for publication, following an amendment to the final paragraph to take account of this meeting.
- The agenda item was led by Gary Kirk under the general title **CREATING THE PLAN**.

WHAT WE HAVE DONE SO FAR.

The first public meeting, held on Tuesday 17th April 2018, had invited parishioners to post anonymously what they liked or disliked about Tugby & Keythorpe and what they might wish to see changed. The Parish Council had analysed the results and produced a report, the findings of which indicated that people were clear in their thinking on a variety of issues.

Tugby & Keythorpe has been designated and the Neighbourhood Plan Advisory Committee established to take matters forward. (NB Acting on advice from Gary Kirk, the NP Steering Group has been re-badged as the NP Advisory Committee).

WHAT WE NEED TO DO NEXT.

A **Vision Statement** is required. *Gary Kirk* agreed to email committee members with a number of examples. It was agreed that *committee members* would try to meet prior to the next formal meeting in order to work on a statement pertinent to Tugby & Keythorpe.

Creation of a Logo. It was agreed that involvement of young people would be particularly helpful. *Alyson Rees* agreed to talk to the Head of Tugby Primary School about pupil involvement and *Simon Cowan* agreed to carry out research on pupils of secondary school age in the Parish who may wish to play a part.

The future use of **Questionnaires**. Recognising cost implications, it was decided that the practicality of on-line versions should be explored whilst acknowledging that some parishioners do not have access to technology and would need to be catered for. The matter of electronic mailing lists and legal regulations in force requires clarification. *Stephen Butt* to be asked to advise in the first instance. There is a need to establish which lists already exist for passing local information electronically. There was additional discussion on questionnaire templates (such matters as age; participation of non-residents with children at the school and non-residents working in the parish were raised). *Gary Kirk* agreed to provide questionnaire templates used in other parishes.

Identification of **Statutory Stakeholders** should be carried out in advance of detailed work. *Gary Kirk* agreed to draft necessary letters which should go in the name of the Parish Council. Identification of **Landowners** is a related task and much can be learned through local knowledge – *parish councillors* to be asked to address this matter.

It was unanimously agreed that the matter of undertaking **Socio-Economic Data Collection and Housing Analysis** was important. *Gary Kirk* agreed to get on with that task as a priority.

A key meeting - a public meeting will be called at which volunteers will be asked to join smaller working groups. The *Your Locale team* (4 people) will introduce the work of these groups and then spread out amongst the groups as facilitators. A member of the committee should sit on each group.

There was brief discussion about the task of **report writing**. It will be important that the Neighbourhood Plan is written in “our words” but it would be helpful preparation to consider templates for writing such plans. *Gary Kirk* agreed to make some templates available.

APPLYING FOR GRANT FUNDING

Gary Kirk provided the committee with a detailed breakdown of likely costs. He was confident that it would be possible to work within the £9,000 limit for the two stages listed. The funding bid will be prepared and submitted in March so that monies would become available in April at the start of the new funding year. (Funding is based on 6 monthly tranches)

It was also worth exploring whether, through “awards for all”, applications could be made for grants to cover aspects that do not come immediately under neighbourhood plan direct costs.

It was noted that funds could be available to conduct any necessary site assessments.

5. Date of next meeting

Wednesday 27th March was selected as the most convenient date for the next meeting. All members of the Parish Council will be invited to attend. At that meeting, *Gary Kirk* will lead an exercise to flesh out statistics on how Tugby & Keythorpe compares with other similar villages. This will help to set some key targets of the plan.