

**Minutes of the meeting of the The GAB
Neighbourhood Plan Group held on 5 January 2018 at
Ashby Folville Village Hall**

1. Present: David Batchelor (DB), Peter Featherstone (PF), Janette Gadd (JG), Phill Gill (PG), Jenny Hurst (JH), Jason Jeyes (JJ), Scott Machin (SMA), Chris Shatford (CS), John Simon (JS), Carol Spiers (CS), Alex Stroud (AS)
2. Apologies: Sue Milward (SM), Sue Hensman (SH), Kathryn Shorrocks (KS), Julie Hayton (JH)
3. In attendance: Gary Kirk (GK) (Your Locale)
4. Minutes of the meeting on 6 December 2017 were approved
5. Conflicts of interest

There was a discussion regarding conflicts of interest and the necessity or otherwise of members of the Committee signing the Register of Disclosable Interests. JS reported that he had spoken to Jake Atkinson of LRALC (described by GK as the “guru”) as to what is appropriate. As the Committee is purely in an advisory capacity – all decisions being made by the Parish Council – Jake’s advice was that this was unnecessary. At the beginning of each meeting of the Committee conflicts of interest will be an early agenda item.

6. Your Locale

GK introduced himself and Your Locale. He informed the meeting of Your Locale’s extensive involvement as a consultant to 45 parish councils who had developed or were in the process of developing their NPs.

7. Draft Terms of Reference and Governance

These were produced by GK and had previously been circulated to the members. This was discussed. It was agreed that the Committee would contain at least 2 Parish Councillors and any meeting of the full the Committee would be quorate if 50% of the members (including one Parish Councillor) were in attendance. Paragraph 7(b) of the draft would be excluded to reflect the decision at 5 above.

8. Next Steps

8.1. Vision statement

GK advised that this is not a mandatory requirement of an NP but advisable as it helps to pull the plan together and the policies within the NP flow from that. It should only be a very broad, simple statement, which would apply to all three villages. When GK has provided examples of others JH,CS and JS will meet to draft a vision statement for discussion at the next meeting. **ACTION JH, CS and JS**

8.2 Logo

JG agreed to ask the children from the Parish who attend the village school to create a prospective logo.

8.3 Questionnaire

This will not be required until the end of March at the earliest. GK will provide examples and DB, CS and AS agreed to compile a draft for the next meeting. **Action DB,CS and AS**

8.4 Land Ownership

It will be necessary to identify the owners of land in the Parish which surround the villages. They will be

stakeholders to be specifically consulted. An AO size map will be required and obtained from Melton BC. JG agreed to contact James Beverley (MBC) to obtain this plus flood-risk maps, a heritage assets map and environmental designations. **Action JG.**

8.5 List of important buildings

This will be required and not necessarily limited to listed buildings.

8.6 Local stakeholders

There are a number of statutory consultees – about 30 different bodies – plus local businesses and service providers.

8.7 Communication

It was decided that a simple NP website be created. PG said he would arrange this. **Action PG.**

8.8 History of the parish

This will have to be prepared. About 1.5 pages will suffice. It is best done sooner rather than later.

9. Funding report

JS confirmed that Locality had received the grant application and that we should know the outcome by 12 January 2018.

10. Open event

This will take place will take place on 17 March 2018 at Ashby Folville Village Hall from 9.30 to 11 am and at Gaddesby Village Hall from noon until 2pm. JJ agreed to let GK have a selection of 50 photographs of the Parish to be displayed at this event. **Action JJ**

Promotion of the event will be by delivery of a leaflet perhaps via the Parish Newsletter, which GK will prepare

and SM agreed to arrange printing of these and any plans required. **Action SMA**

Coffee tea and biscuits will be provided.

11. Next meetings

Will take place on 22 January 2018 and 19 February 2018 either at Ashby Folville or Gaddesby Village Hall dependant on availability. JG to check and advise.

Action JG