

Ab Kettleby Parish Council Neighbourhood Plan

Minutes of Meeting 25th April, 2018

Present: Bill Musson, Marc Warwick, James North, Rupert King, Victoria Pashley (Clerk)

Actions

- 1) **Apologies** Apologies were received from Matthew Turner, Richard White, Graham Parker, Ian Toon, Wilson Boardman, Rachel Smith, Jenny Pratt, Simon Wilkinson-Blake, Gary Kirk.
- 2) **Declaration of pecuniary or non-pecuniary interests** – None.
- 3) **Update on Progress.** NP has now progressed to the point where preparations need to be made to agree formal consultation period, post NP document on PC website with comments form, notify stakeholders, agree open event and notify residents via leafleting.
- 4) **Review Wording Amendments Made By Parish Council** – The PC have formerly agreed the document at their last meeting held on 10th April providing wording is changed as follows:

The PC have agreed that they would like the following sentence to be added at the top of the sections detailed below which currently start the Parish Council will – revised wording - The Parish Council will look at the aspirations, consider and progress as far as practical.

- Page 33 Community Action Env 1
- Page 35 Community Action Env 2
- Page 51 Community Action CFA1
- Page 56 Community Action T1
- Page 57 Community Action T2
- Page 63 Community Action BE1

Gary

Gary to amend wording in NP document.

5) Identify What We Need to Do Next

- Once NP has been amended Rupert will add to PC website.
- Formal Consultation period agreed to run from 8th May 2018 for 6 weeks until 19th June 2018.
- Planned open event provisional date set - Saturday 9th June. This is dependent on availability of committee.
- Letters to stakeholders – Bill to check back through records to identify who these are. Sample letter has been provided by Yourlocale. Bill to amend to confirm NP can be viewed on PC website, consultation period

Rupert

Bill

and that comments can be submitted via PC website, email, post or at open event.

- Further letter provided by Yourlocale for website. Rupert to amend with details of consultation period and that comments can be submitted via PC website, email, post or at open event. If possible a simple comments form will be added to website for ease of submission. Rupert
- Parish Clerk to collate comments onto a template to include space for a response to each comment. Clerk
- Notification poster confirming formal consultation to be placed in each of the three notice boards. Yourlocale have provided sample.
- Consultation Period and open event details placed in Village Life Magazine.
- Leaflets confirming consultation to be prepared and delivered to residents two weeks before open event. James preparing leaflet and print. Volunteers required to help with delivery. It is believed that Simon has email addresses for all residents in Holwell which could be delivered electronically. Simon to agree. Marc will deliver to outlying areas of Holwell. Clerk to deliver to Wartnaby and Bill to deliver to outlying areas of Wartnaby. All

6) Any Other Business

None.

7) Agree Date of Next Meeting

Proposed meeting to be held after consultation period on 26th June, 2018 at 7pm.