

Woodhouse Parish Neighbourhood Plan Advisory Group (incorporating Woodhouse Eaves and Woodhouse)

Minutes of the Meeting held on Tuesday October 30th, 2018, 6:30 - 7.30pm, The Café Next Door, Woodhouse Eaves

Present: Neil Davidson, Malcolm Whitmore, Richard Mollart, Ann Irving (PC Clerk), Kate Moore, Cathy Schou, John Preston, Tim Sault (PC Cllr) Chris Drane, Merrin Pearce, Iqbal Rassool, Mark Elliot. **Absent/Apologies:** Peter Searancke [PC Cllr], John Owens, Jill Taylor [PC Cllr]

ITEM	MEETING NOTES	ACTION
Declarations of interest <ul style="list-style-type: none"> Members are asked to declare any interests in parish land 	Neil Davidson has a field. Chris Drane has a field. Malcolm Whitmore has a field. Kate Moore has an interest in a spinney.	n/a
Minutes of 11 September Meeting <ul style="list-style-type: none"> For approval (Already circulated to AG and PC members) 	Approved	n/a
Stakeholder Event <ul style="list-style-type: none"> Feedback 	22 apologies. 15 client forms returned. 36 attendees. Report due mid-November.	n/a
Community Consultation Report <ul style="list-style-type: none"> Discuss Report supplied by RCC 	Key issues are in RCC report. Question about whether consultation event achieved extensive enough set of respondents. Need to review and plan for achieving a broader demographic / geographic response.	AG group to read RCC Report
Neighbourhood Plan Next Steps: Evidence Base <ul style="list-style-type: none"> Discuss the 'Evidence Base' phase, plan of approach and how our group plans to cover each topic area (factor in skills and interests of Advisory group members) Discuss Evidence Base docs supplied by RCC. The below link can be copied and pasted into a browser to open the Sharepoint site and view the docs. Store on Dropbox? Parish Council Website or Sharepoint 	Workshop Group to attend a Workshop to discuss evidence gathered at Community and Stakeholder events (ref RCC Reports). Group must review all the input even though some issues will be outside the scope of the Neighbourhood Plan. Need to document this process of review and assessment. Need to identify key areas that have emerged that we can structure a plan around. Must also look for gaps - where will additional evidence need to be gathered. All to review Community Consultation Event and Stakeholder Event feedback in RCC Reports, prior to the Workshop. RCC to supply Stakeholder report to Group by mid-November. Key outcomes for Workshop are: 1. Vision for the village - succinct 2. Key Topic Areas 3. Who will lead the key areas Workshop time, place: 5 Dec, 6:45 pm- 8pm Annexe Woodhouse Eaves Topic Areas: have been divided into a proposed framework by RCC. Overlap in Section 7 and Section 14 was raised. Sections can be changed according to Woodhouse NP requirements. <ul style="list-style-type: none"> All have received links to RCC Evidence Base docs on Sharepoint. Charnwood Borough Council have issued a Character Appraisal produced in 2012 by will be a good reference for preparing our Evidence base. 	RCC to supply Stakeholder report to Advisory Group by mid-November. AG to read and digest both Community Consultation and Stakeholder Event Reports from RCC prior to 5th Dec Workshop
Internal & External Communications / Publicity <ul style="list-style-type: none"> Feedback from group on Slack usage 	Positive response, no issues. Merrin to continue to post important notification via email as well as Slack	n/a
Date and time of next meeting(s)	Workshop: Wednesday 5th Dec, 6:45pm, Annexe (behind the Village Hall, Woodhouse Eaves) Next Meeting: Tuesday 15th Jan, 7pm, King George V Room (behind the Village Hall, Woodhouse Eaves)	Preparation as detailed in yellow above.