

**Woodhouse Parish Neighbourhood Plan Advisory Group
(incorporating Woodhouse Eaves and Woodhouse)
Minutes of the Meeting**

held on Tuesday 11 September 2018, 7pm, Woodhouse Eaves Village Hall Annexe

Present

Neil Davidson, Chris Drane, Ann Irving (PC Clerk), Richard Mollart, Merrin Pearce, Tim Sault (PC Cllr), Peter Searancke (PC Cllr), John Preston (RCC), Malcolm Whitmore, Iqbal Rassool, Mark Elliott, Cathy Schou

Absent/apologies

Jill Taylor [PC Cllr], John Owens, Margaret Wright, Kate Moore

ITEM	NOTES	ACTION
Minutes of 7 August Meeting	Minutes accepted	
<p>Community Consultation Event, 1st September</p> <ul style="list-style-type: none"> • Review of event by AG attendees and RCC • Any learnings for next event 	<p>Positive feedback received from attendees: presentation standard very professional, content thorough and clear; also good opportunity for community to feedback.</p> <p>Satisfied that the one event has covered both villages: Woodhouse and Woodhouse Eaves (horticultural show helped boost attendance)</p> <p>Stats: 103 participants registered. 33 completed a keep-in-touch form. Feedback still being collated by RCC.</p> <p>For next event: need to consider resources for pack up as well as set up.</p>	<p>Merrin to post suggestion box comments to RCC after 30th Sept comments cut-off date.</p> <p>Merrin to send comments from Scouts to RCC also.</p>
<p>Stakeholder Event</p> <ul style="list-style-type: none"> • Stakeholder Event format • Date & Venue for Stakeholder Event • Stakeholder Spreadsheet & time-line <p>Ref legislation for guidance on who should be invited. http://www.legislation.gov.uk/ukxi/2012/63/7/schedule/1/made</p> <ul style="list-style-type: none"> • Also ref Quorn's event. • Any expenses for this event to be pre-approved by PC at their 1st October meeting. 	<p>Stakeholders include: surrounding parish representatives, councils, farmers, landowners, businesses, community groups.</p> <p>Event format for event per RCC materials:</p> <ul style="list-style-type: none"> • Welcome from AG Chair • Info about NP by RCC. • Intro from Charnwood Council • Workshop to identify stakeholder issues/opportunities/ideas <p>Group divided into 4 x workshop groups Each workshop group to have a chair and a scribe. Chairs: Richard, Neil, Chris, Merrin Scribes: Tim, Iqbal, Cathy/Kate, Peter, Malcolm, Ann</p>	<p>Event details: Tuesday 23rd October, 6:30pm-8:30pm, King George V Room</p> <p>All Chairs to attend by 5:30pm to set up.</p> <p>Scribes to arrive by 6:15pm</p> <p>Ann Irving to issue invitation list to group by w/c 17th Sept.</p>

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	<p>Attendance is by invitation. Invitation letter will outline the purpose of the event. Ann Irving collating invitation list to supply to RCC. RCC to contact Charnwood for assistance with invitation list. Ann to send list to Group to review w/c 17th Sept. RCC to send Invitations 28th Sept.</p> <p>Publicity required to ensure all Stakeholders are aware of event. Notice to be published in Roundabout Magazine, Loughborough Echo and on Parish Council website.</p>	<p>RCC to issue invitations to Stakeholders by 28th Sept.</p> <p>Merrin to create publicity notice for Roundabout and Loughborough Echo.</p>
<p>Grant application</p> <ul style="list-style-type: none"> Progress update 	<p>Grant application due to be submitted. Application question about whether the Advisory Group wants to make recommendations about where development should take place according to findings of Advisory Group (through community and stakeholder consultation). Group agreed to answer yes to this question.</p>	<p>Ann Irving to complete Grant application and submit.</p>
<p>Internal & External Communications / Publicity</p> <ul style="list-style-type: none"> Suggestion to use Slack for AG group communications as better tool than email for internal discussions outside of meetings Suggestion to use Facebook to reach younger audience for external communications / publicity Would need to discuss what content is included on FB. Suggestion to set up bespoke Website for external comms 	<p>Facebook idea rejected - not the social channel of choice for younger audience (pref Instagram). Agreed on trialling Slack instead. Agreed on using Parish Council website instead of duplicating website. Ann Irving already keeping Parish website up to date with NP activities.</p>	<p>Peter Searancke to set up and moderate Slack.</p>
<p>Project Schedule</p> <ul style="list-style-type: none"> Next project stage in parallel with Stakeholder Event is: <i>"Develop and analyse evidence base (review existing evidence base, identify gaps, compile new evidence)"</i> Discuss approach to this. 	<p>AG to be divided up into theme groups to develop policy ideas. Community consultation and Stakeholder feedback to be incorporated into policies. Policies also to be based on an interpretation of Local Plan. Group to familiarise themselves with Charnwood Local Plan. New Local Plan is currently being written. Link to Local Plan (2015) is on Parish Council Website</p>	<p>ALL: Familiarise ourselves with Charnwood Local Plan. https://www.woodhouseparishcouncil.org.uk/woodhouse-parish-neighbourhood-p1.html</p>

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<p>Team skills Audit</p> <ul style="list-style-type: none"> • A way of identifying the capabilities of the NP Advisory Group so that we can make the best use of the team / and also identify areas where we need additional support. • All AG members to complete this, ideally in advance of meeting so skills can be discussed. 	<p>Move to next meeting. Skills will be most relevant when dividing advisory group into sub-groups to develop policy areas.</p>	<p>Skills Audits required from: Neil Davidson, Ann Irving, Tim Sault, Peter Searancke, Chris Drane, Mark Elliott, Kate Moore, Margaret Wright, Jill Taylor, John Owens.</p> <p>Received: Malcolm, Richard, Cathy, Iqbal, Merrin.</p>
<p>Date and time of next meeting</p>	<p>8th October 6:30-7:30pm, Pear Tree</p>	