



## Witherley Parish Neighbourhood Development Plan Meeting

**7<sup>th</sup> February 2018, Ratcliffe Culey Church**

**Present:** Derek Ridgway (Fenny Drayton), Kay Conway (Witherley), David Wilkins (Ratcliffe Culey), Mark Simpson (Parish Council), Charlotte Ward Lewis (Witherley), Laura Dyer (Ratcliffe Culey), Dayle Flude (Atterton), Brian Conway (Parish Council), Jhanvi Shukla (Neighbourhood Planning Officer), Maureen Cooke (Fenny Drayton/Parish Council)

**Apologies:** Helen Bullivant (Ratcliffe)

### **1. Declaration of Interests:**

Nobody declared an interest in any of the agenda items.

### **2. Minutes from the last meeting and matters arising:**

One alteration to the minutes with regard to the amount left from the donation from the Parish Council This was updated, and the change agreed by all.

### **3. Finance and grants update:**

Spending - £235.15

Amount remaining - £764.85

Grants will be available to apply for at the beginning of April. Locality have not yet released the funding. It was agreed that we need a clear plan of action as to how we should spend this grant, if allocated it. A consultant will be needed, and it was agreed that three quotes should be sought. They will support us with the policy writing and the construction of the report including the survey of local residents to be undertaken. This will all take place after the stake-holders event.

Laura volunteered to investigate the grants and check the Locality website for dates etc.

### **4. Checklist of Stakeholders**

- Dayle added on Hill Farm.
- There have been very few replies so far. All members to verbally back up the official email invitations and encourage people to attend. It was felt that this personal approach would be the best way of getting stakeholders to come along.
- There have been a few apologies.
- Lord O'Neill's agent has replied and will be attending, which was felt to be a positive. Hinckley and Bosworth Borough Council will invite all landowners on our behalf as their names cannot be released to us. There was some discussion around other groups in the villages that we may have missed. Charlotte suggested that Witherley Playing Fields Committee would probably like to attend. She offered to get names for this to Jhanvi.
- Jhanvi will send another reminder out, via email, before the event.

### **5. Stakeholders Event:**

27<sup>th</sup> February 6 – 8pm. Committee to arrive approximately an hour beforehand to set up the room. Kay to organise refreshments. All resources will be brought along by John and Jhanvi.

Jhanvi talked us through the format for the evening and handed out an agenda and a brief.

Kay will give an introduction and tell stakeholders of the journey so far. Kay and Brian will forward pictures of the village meetings to support this introduction. John and Jhanvi will then go through the Neighbourhood Planning Process on behalf of Hinckley and Bosworth Borough Council.

Stakeholder's will be split into groups; one of the committee will act as a scribe for each group and one will act as a facilitator. Each table will have a list of categories to be discussed. Jhanvi showed the committee the categories. Opportunities and issues around each category will be noted and written down. This will take approximately one hour. A map of the parish will be available for each group to aid discussions further.

Scribes will then feedback to the whole group summarising the discussions. The results will be collated and John and Jhanvi will put them into a coherent report for the committee. The scribe will need to be detailed and write neatly so that it can be properly interpreted.

Allocation of jobs will be done on the evening when we know who will definitely be attending.

## **6. Any Other Business**

We looked at the completed report from the drop-in sessions, Jhanvi took us through the main points of it and gave us a very clear summary. It was agreed that we all go away and read the report carefully. We will then need to split into sub-groups to look at each area in more detail and do some research. A decision would be made at the next meeting as to who will look at which area. We need to be looking into what evidence is available to us that backs up the evidence gathered around key areas at the Drop-in sessions.

Woodcote in Oxfordshire was cited as a good example of neighbourhood planning. All to have a look.

## **7. Next Meeting**

Stakeholders Meeting at Witherley Parish Rooms – 27<sup>th</sup> February 2018, 5.45 – 8pm

Committee meeting – Thursday March 15<sup>th</sup> at 7pm, Witherley Parish Rooms

Meeting closed a 9.45pm