



## WITHERLEY PARISH NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP MINUTES

Minutes of a Meeting of The Steering Group held 7.30 pm on Monday, 8<sup>th</sup> October 2018 at Witherley Church

### **Present**

Kay Conway in The Chair (Witherley)  
Helen Bullivant (Ratcliffe Culey)  
Brian Conway (Parish Council/Witherley)  
Dayle Flude (Atterton)  
Gary Kirk, Consultant (YourLocale)  
Derek Ridgway, Treasurer (Fenny Drayton)  
David Wilkins (Ratcliffe Culey)

### **1. Apologies for Absence**

Maureen Cooke (Parish Council/Fenny Drayton)  
Laura Dyer (Ratcliffe Culey)  
Charlotte Ward Lewis, Secretary (Witherley)  
Mark Simpson (Fenny Drayton)

### **2. Declarations of Interest**

None declared

### **3. Minutes of the Previous Meeting**

Under 'Date and Time of Next Meetings' Tuesday, 30<sup>th</sup> November was corrected to read Tuesday, 30<sup>th</sup> **October**. The Minutes were then agreed to be an accurate record of proceedings.

### **4. Matters Arising**

#### Heritage – Battlefield Site

Brian Conway reported HORIBA MIRA's plans to construct a test track (with associated landscaping and buildings) had been passed by Hinckley & Bosworth Borough Council (HBBC). An alternative access for construction vehicles, from the A5 through the MIRA site and avoiding Fenn Lane had been agreed.

#### Common Land

Identification of land where the public have traditional rights of way within the Parish would be considered at a future meeting.

#### Battlefields Trust

A request to the Battlefields Trust is in preparation (Dayle Flude). It is hoped the Trust may be able to help the Steering Group to identify and describe areas within the Parish of significance to the setting of the Battle of Bosworth Field (1485). The Steering Group can then consider how best to implement policies to help manage and promote the setting of this historical site.

#### Data Protection

Advice about data protection had been sought from Jhanvi Shukla at the RCC and from the Leicestershire and Rutland Association of Local Councils. Kay Conway reported that Frances Webster of the LRALC had phoned and said that we have to ask permission of all people who had given their contact details before the General Data Protection Regulation had come in, whether we can include them on a group email or correspondence. KC to do.

### **5. Financial Report**

Derek Ridgway, Treasurer, reported

#### Parish Council Grant

Expenditure totalling £337.65 from the Parish Council Grant of £1,000. There was a provision in the accounts for two outstanding invoices relating to room hire. The Treasurer agreed to write to the organisations to inform them that unless an invoice is forthcoming we will assume no charge is due.

#### Locality Grant

£1,300 had been spent on Consultancy Fees of the £4,300 received to date.

### **6. Household Survey**

Members of the Steering Group had prepared draft questions on their core topics for example, housing, transport, community facilities and infrastructure etc. these had been collated and circulated by Helen Bullivant prior to the meeting.

It is agreed we should have an online survey for collection and analysis of data. Software is available through Gary Kirk at 'Your Locale' for this purpose (at no extra cost). However, in order to reach all 622 households within the Parish the survey required to be circulated in paper format. The style of the survey and format of questions should be optimised to produce a compact document to avoid excessive printing costs.

Kay Conway undertook to finalise the draft Questionnaire. Offers were made by Members of the Steering Group to help her with this task as necessary.

### **7. Mission Statement**

It was agreed the Mission statement be amended to include 'by 2036 we will have preserved . . .

### **8. Any Other Business**

#### Wildlife and Habitat Survey

[REDACTED] requested permission for [REDACTED] to participate in the Survey to be conducted during the Spring of 2019. This will form part of [REDACTED] programme of activities towards the Duke of Edinburgh Award. [REDACTED] has volunteered to undertake 12 hours of survey work and his assistance was agreed by the Steering Group.

#### Committee Secretary

Because of work commitments, Charlotte Ward Lewis, who was absent from the meeting, had indicated to the Chairman that it was becoming increasingly difficult to undertake her role as Secretary of the Steering Group.

Kay Conway would explore the situation further with a view to securing voluntary administrative help to fulfil this role and to support her work as Chairman.

### **9. Date and Time of Future Meetings**

The next meeting will be held on Tuesday October 30<sup>th</sup> in the Witherley Parish Room at 7.30