

**Draft Minutes of  
BOTTESFORD PARISH NEIGHBOURHOOD PLAN  
STEERING GROUP MEETING**

**7.30 p.m. Tuesday 4<sup>th</sup> November 2014 - The Old School**

Present:

**Steering Group Members**

Bob Bayman (BB) - Chairman  
David Wright (DW) - Vice Chairman  
Richard Simon (RS) - Clerk  
Susan Love (SL)  
Pru Chandler (PCh)  
Peter Darlow (PD)

**Helpers**

Cob George (CG)  
Anne Ablewhite (AA)  
Will Tobin (WT) – Will's mother Julia Tobin was in the room but not participating.  
Alan Gough (AG)  
Jean Reavley (JR)  
Annie Newman (ANe)  
Emma Murphy (EM)  
Chris Greasley (CG)  
Carl Afonso (CA)  
John Preston (JP)  
Bob Lockey (RL)

**1. Welcome and Introductions**

The chairman welcomed all those attending to the meeting and asked if new members could introduce themselves.

Leigh Donger, farmer from Muston  
Don Pritchett, Ecology adviser

**2. Apologies for absence**

Apologies received from Karen Gough, Colin Love, Collette McCormack, Mark Longden, Maria Pride, Nicola Young, Neville Spick, Andy Norris

**3. To confirm and agree minutes of the meeting 17<sup>th</sup> September 2014**

Minutes were agreed as correct

**4. To confirm and agree minutes of the Emergency meeting 25<sup>th</sup> September 2014**

The Chair explained the background to this meeting.

Minutes were agreed as correct

**5. Matters arising and actions from those minutes**

PCh had represented Melton BC at a meeting "Planning for the Future" held at Leicester and said there was to be an emphasis on Design.

**6. Parish Council update and Budget Report**

a. Feedback from meeting with Parish Council

The Chair covered the report given to the Parish Council at the 13<sup>th</sup> October Meeting giving progress to date and the Stakeholder Event on the 14<sup>th</sup>.

The Chair also outlined the expenditure to date and the required budget for the current year, £20K and for 2015-2016, £10K. The Chair spoke of the LCC events, related to Neighbourhood Plans, he had attended and found useful.

The Melton BC Issues and Options Document was now available on their website and whilst it was too early to respond as the BPNPSG, individuals should view the document and respond. There is a Consultation event in Bottesford VC Hall on the 19<sup>th</sup> November from 2pm to 8pm and posters are available to promote the event and will be issued nearer the time to be put up around the Parish.

b. Budget

The PC at the last meeting agreed to increase the budget for the current year to £20K and consider the budget for next year when forming the 2015-6 program.

c. Reporting Structure

The intermediate committee required by the Parish Council will be attended by the Chair, Vice Chair and Clerk plus 3 other SG members and JR, CG and RC who had all expressed an interest at the 25<sup>th</sup> October Emergency Meeting were elected both as SG members and to attend the PC Intermediate Committee Meetings. The Chair, following some queries from AA regarding numbers and voting rights, stated that it was our understanding that the PC had proposed that the SG membership should be more than three in number but if it was found that this was not correct then they would not be required to attend.

d. Parish Council membership of Steering Group

No formal statement regarding PC membership on the Steering Group was forthcoming and currently only EM performed that role, DD and AA stating they were attending as residents. It is anticipated that with the formation of the Intermediate Committee, the PC members, Dermot Daly, Heather Stokes will join EM as the PC members on the SG. This is to be confirmed.

## **7. Follow up from Stakeholder Forum 14<sup>th</sup> October**

JP Circulated some copies and then took the meeting through his report on the evening which will become part of the evidence base for consultation engagement. The report covers the 14<sup>th</sup> October only and not any of the responses in the Questionnaires. JP said he was happy with the attendance and this was, although considered by some disappointing, in line with other similar events.

The report will be circulated with these minutes.

JP said there were some names missing and could we help to fill the gaps and let him know.

It is anticipated that there will be a further event in January/February.

Businesses were light on responses and RS would follow up. The Chair has spoken to Neil Fortey about assisting on History and Heritage.

There was a question on Ambulance cover, we were awaiting some information from Mark Longden on Emergency Services and he had let us know he was still waiting for this himself.

## **8. The Way Forward**

a. The 18 month plan

Referring to our 18 Month Plan we are at Stage 8 and we need a 'Mission Statement'  
From the Consultation feedback we have developed a range of themes/action areas

b. Priorities for the next 3 months

Next steps are the Stage 9 Youth and Children work to be lead by JP and the Stage 10 Community Consultation planned to be undertaken by February 2015

The Chair circulated a copy of the Barrow on Soar Questionnaire.

Some discussion occurred over the Housing Needs Survey and the help offered by Midlands Rural Housing.

The Chair spoke about the Costed Program (circulated with these minutes) the current year explaining the sums allocated for Planning advice as no suitable expert was available in the Parish. There were also the sums allocated to pay OPUN or CABE and Hamilton-Baillie.

c. Recommendation to meet OPUN

Some of the SG had met Garry Hall of OPUN and received a presentation of how they could help us with planning. On the 13<sup>th</sup> November at 6pm we will receive a presentation from Design Council/CABE, who provide similar services, whereupon we shall be looking to decide which organization we will employ.

d. Recommendation to meet Hamilton-Baillie

On the 17<sup>th</sup> December Hamilton-Baillie will be visiting the Parish to advise on traffic calming possibilities, this will be a one day visit with a presentation at 6pm.

In order to move the Themes, determined from the consultations to date, forward, volunteers were asked to lead or support the Theme groups. The Chair stated that he would provide briefs to all groups to identify the most important issues to date and ask for solutions.

Traffic and Transport: CA, RL, *Collette McCormack*

Green Spaces, Environment and Public Rights of Way: DP, AA, WT, RL.

Housing: DW(Lead), PCh, JR, ANe, SL.

History and Heritage: CG (Lead), PD, *Neil Fortey*

Local Economy:RC (Lead)

Energy and Water: *Colin Love(Lead), Peter Sheardown, Alan Gough*

Communications: *Maria Pride, Alistair Roper, Alan Gough*

Facilities and Services: None forward

*(Names in italics to be confirmed)*

**9. Review and Accept Child Protection and Safeguarding Policy**

The Policy was accepted by Mr and Mrs Tobin and agreed by the meeting. The Chair enquired as to who held CRB or DBS clearance. AA, ANe, CG and DP held them whilst AG said he was in the process of obtaining one.

**10. Additional members of SG and helpers**

The following were put forward as potential helpers or contributors, Barry Priestley, Tom Perry, James Goodson, Neil Fortey, David Middleton and Peter Topps

Frances Stapleton (Mothers Union) had enquired about involvement but may be covered by Church representatives.

**11. Next month's requests of PC**

Ensure that the one off payment for Hamilton-Baillie is agreed and processed appropriately.

**12. Any other business**

Some discussion occurred over the Sustrans route where they had been in contact with the PC about the bridge over the A52 for foot, cycle and horse traffic. PCh said this had been rejected, Chair to clarify. PCh also said something must be done to alleviate the rural isolation in Muston. DP mentioned the new bridges and routes crossing the canal and could these be joined up to the Sustrans route.

**13. Agenda items for next meeting**

Presentations from Theme Groups

**14. Date of next Steering Group meeting.** – Tuesday 18<sup>th</sup> November 2014

This meeting will be to hear proposals from developers and no normal business will be conducted. The meeting will start at 6pm in the Old School. All members are invited

On the 13<sup>th</sup> November there will be a presentation by Design Council/CABE in the Old School starting at 6pm. All members are invited.

The next Steering Group meeting will be the 17<sup>th</sup> December and will start at 7.30pm. Preceding this at 6pm will be a presentation by Ben Hamilton-Baillie, both meetings in the Old School and all members are invited.

**Please note and diary the dates for 2015 below. Please note the day and date change in June which is different from that circulated on the 4<sup>th</sup> November.**

**Confirmed dates for 2015**

All at 7.30 in the Old School

Wednesday 21st January

Tuesday 24th February

Wednesday 25th March

Thursday 23rd April

Wednesday 20th May

**Thursday 25th June (Date change)**

Wednesday 22nd July

Wednesday 19th August

Wednesday 23rd September

Tuesday 27th October

Wednesday 25th November

Thursday 17th December