**Scalford Neighbourhood Plan Advisory Committee**

**Meeting at 7:00pm on 24 July 2018**

**At Methodist Church School Room**

**MINUTES**

The meeting opened at 7:00pm.

1. **Present** at the meeting: Cllr. Robert Ingles (Chair), Cllr. Brian Dodd, Ann Doody, Annette Cave, Richard Mapletoft, Philip Marlow, Geoff Goodwin, Ray Smith, Stephen Harris, Monica Harris, Sarah Lambert, Neil Tonks, Janette Tonks, and Gary Kirk of ‘*your*locale’.
2. **Apologies** were received from Roy Stephenson.
3. **Declarations of Interest.** There were no Declarations of Interest from those present at the meeting.
4. **Minutes of the previous meeting.**  The minutes had been circulated prior to the meeting and were accepted by the committee and signed by the Chairman as a true record. There were no matters arising from the minutes that were not to be dealt with by subsequent agenda items.
5. **Reports from Sub-Groups.**
	1. **Vision Statement**. It was agreed that the Vision Statement needed no updates/amendments at the present time.
	2. **Logo.** Sarah Lambert had been in touch with a local artist Carol Pairaudeau who was willing to produce a simple logo at reasonable cost. Examples of her work had been circulated by email prior to the meeting. It was agreed to proceed subject to the cost being reasonable.
	3. **Questionnaire**. Geoff Goodwin had circulated by email prior to the meeting a final draft for the proposed questionnaire for delivery to the 321 households in Scalford Parish. Following discussion concerning the content of the questionnaire it was agreed that under the ‘Housing’ section we should include a paragraph stating that within the Melton Borough Council Plan there was a requirement for a minimum of 25 dwellings within the Parish. It was also noted that a Disclaimer was required on the questionnaire for GDPR purposes. Residents would be encouraged to complete the questionnaire on-line at [www.surveymonkey.co.uk/r/scalfordparish](http://www.surveymonkey.co.uk/r/scalfordparish) but could alternatively return completed questionnaires to Robert Ingles at 11 School Lane, Scalford or ring Sarah Lambert or Monica Harris to arrange personal collection. Although one questionnaire will be delivered to each household additional copies can be requested for completion by other members of a household. It was envisaged that the questionnaire would be printed soon after this committee meeting and delivered to households in early August.
	4. **Land Ownership.** Philip Marlow reported that he had been able to download local maps of Scalford Parish from the internet but that these did not reveal the names of owners of the various parcels of land. Sarah Lambert had obtained maps of the area showing the individual parcels of land around the Parish to which names had been added purely using local knowledge of past and present residents. Further names would be added as they became known.
	5. **Skills Audit.** Members of the committee were encouraged to make known any particular skills they hold which may be useful at any time throughout the process of producing the Neighbourhood Plan.
6. **Consultation.** Gary had previously circulated by email a paper detailing the arrangements required for an Open Event so that residents may find out more about the Neighbourhood Plan being prepared. Display boards and maps etc for the event would be provided by *your*locale and the next committee meeting would include a discussion on what will appear on those display boards and tables. The date of 29th September 2018 was proposed for the event subject to the availability of a suitable hall. By that date the Questionnaire findings should be available for display and discussion.
7. **Indicative Programme.** This had also been circulated by email prior to the meeting and committee members were reminded that this was being provided only as a guide to likely timings.
8. **Funding Update.**  It was confirmed that an initial amount of £5,300 had been received into the Parish account. Gary advised that further funding would be available and would be applied for and drawn down as required
9. **Next meeting: Wednesday 29th August 2018 at 7:00pm.**

The meeting closed at 8:20pm

**Signed Date**