**Scalford Neighbourhood Plan Advisory Committee**

**Meeting at 7:00pm on 29 August 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, Annette Cave, Richard Mapletoft, Philip Marlow, Ray Smith, Stephen Harris, Monica Harris, Sarah Lambert, Janette Tonks, Roy Stephenson and Gary Kirk of ‘*your*locale’.
2. **Apologies** were received from Geoff Goodwin and Neil Tonks.
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. **Logo. L**ocal artist Carol Pairaudeau has designed a logo which was shown to the committee. The design was approved by the committee and Sarah Lambert would ask Carol to advise of the formats that the logo could be provided in, and that information passed to Gary for printing purposes.
	2. **Questionnaire**. Thanks were passed by the committee to Sarah Lambert and Monica Harris for delivering the questionnaires to all residential and business addresses in Scalford. Also to Geoff Goodwin who covered delivery in Wycomb and Chadwell. Robert Ingles had already had returned to him 47 completed questionnaires and Gary reported that 38 had been completed on-line. Gary advised that these returns compare well with other parishes. It would take a further week for SurveyMonkey to input all the responses and to provide an analysis of the results.
	3. **Land Ownership.** Gary advised that the committee should continue to identify all land owners within the Parish so that they can be contacted concerning the Neighbourhood Plan. A display at the Open Event may assist in identifying land owners of which we are not already aware.
6. **Consultation.** The Village Hall has been booked for the Open Event to take place from 10:00am to 1:00pm on Saturday 29 September 2018. Melton Borough Council are supplying large scale maps to be used in the displays and these will be available for collection from the council offices from 15 September 2018. Richard Mapletoft volunteered to collect these from MBC. Whilst Gary will provide the Display Boards for the event he requested that we provide around 40 photographs from around the Parish to enliven the displays. Janette Tonks advised that Neil Tonks would be happy to take these photos and Gary would provide a list of the photos required. A show of hands indicated that 8 members of the committee would be available to assist at the Open Event. Brian Dodd agreed to provide name badges for those committee members attending. In order to publicise the event flyers would be prepared and delivered throughout the parish as well as posters displayed in prominent locations. Following the event three Theme Groups need to be formed to cover parts of the Plan. Those are a) Housing b) Environment and c) Sustainability. Other people who would like to be involved and not presently on the committee could join those Theme Groups at that stage. It is envisaged that those Theme Groups would meet from the end of October 2018.
7. **Indicative Programme.** Gary reported that all matters are currently progressing within the original timescales.
8. **Funding Update.**  It was confirmed that within the previous few days an application had been made to the National Lottery for a possible grant under the ‘Awards for All’ grants scheme.
9. **Next meeting: Monday 15th October 2018 at 7:00pm.**

The meeting closed at 8:40pm

**Signed Date**