

**Minutes of the Sileby Neighbourhood Plan Advisory Committee Meeting
held on Thursday 30th March 2017 at 7.00pm at
Sileby Community Centre, High Street, Sileby, Leicestershire**

PRESENT

Mr G Kirk – yourlocale	Mrs L Jones
Mrs H Chadwick - yourlocale	Mr P Crawley
Councillor Mrs E Astill – Sileby Parish Council	Mr A Crawley
Councillor Miss E Compson – Sileby Parish Council	Mr D Collins
Councillor Mr J Frost – Sileby Parish Council	Mrs V Marriott
Mr S Dalby	Ms K Moir
Ms S Masterick	Mr P Small
Mrs R Richardson – Clerk – Sileby Parish Council	Mr P Astill
Mrs J Lovatt – Minute Taker	

001/17 WELCOMES AND APOLOGIES

Councillor Miss E Compson thanked everyone for attending this initial meeting, and Gary Kirk welcomed members.

002/17 DECLARATIONS OF INTEREST

Gary Kirk stressed the importance of members declaring their interests within the village, as the Advisory Committee is a formal part of the Parish Council and failure to do this could have an impact on the Neighbourhood Plan process by leaving it open to legal challenge.

Mrs E Astill & Mr P Astill – business owners, landowners and tenants in Sileby
Mr A Crawley & Mr P Crawley – business owners
Ms K Moir – business owner

003/17 AREA DESIGNATION

The Clerk reported that the area designation had been approved by Charnwood Borough Council on the 20th January 2017. The area included the whole of Sileby as a parish. Sileby Parish Council are the Qualifying body for this Neighbourhood Plan. A copy of the map was provided for members to view, and a will be available to view on the members area on the website once this has been set up.

004/17 GETTING STARTED

A ‘Getting Started’ Guidance for newly established Neighbourhood Plan Groups had been emailed to members.

First Phase:

- Designated Area – this has been approved.
- Funding – this is ongoing. The first funding of £5050 has been approved.
- Establishing an Advisory Committee
- Draft Programme / sequence of events – Gary Kirk provided a schedule for members to look at, this will be available to view on the website.

- Visioning Exercise – this to go on the next agenda for further discussion.
- Logo for Neighbourhood Plan was discussed. At the previous event, the headmaster at Highgate Primary School suggested running a competition with the children to design a logo.
- Questionnaire to do on the next agenda for further discussion.

At the end of the first phase, to consider holding an 'Open Event' with display boards, etc, for the public to come and express their views and issues within Sileby.

Mr P Small requested a hard copy of the previous Vision Statement. The Clerk to send a copy. This will also be available to view on the Members Area on the website, once set up.

005/17 GOVERNANCE ARRANGEMENTS – DRAFT TERMS OF REFERENCE

Members have been issued a copy of the Terms of Reference, which were approved at the Parish Council meeting on 2nd March 2017. These include the publishing of minutes, public attending meetings. Members were asked if they would sign a Code of Conduct for this committee.

006/17 DRAFT PROGRAMME

This was discussed at minute no. 004/17.

007/17 NEXT STEPS

- a) Consultation
- b) Questionnaire
- c) Vision Statement
- d) Socio-economic data collection

This item to go on the next agenda for consideration.

008/17 ANY OTHER BUSINESS

009/17 DATE OF NEXT MEETING(S)

Tuesday 25th April 2017 at 7.00pm
 Thursday 25th May 2017 at 7.00pm
 Thursday 29th June 2017 at 7.00pm

MEETING CLOSED AT 8.30pm.