

**Barrowden and Wakerley
Neighbourhood Development Plan Meeting
Tuesday 2nd February 2016 at 7.30 pm
at Rowan Cottage, Wheel Lane, Barrowden**

Present: Chris Barrett, Sara Barrett, Diana MacDuff, Mike Griffiths, Trina Griffiths, Alison Last (facilitator), Jean Mitchell, and Stephen Last .

- 1. Apologies:** David Allan, Emma Bettles, Gordon Brown, Willie Carr, John Haddon and Richard Littlejohns.
- 2. Notes of previous meeting 13th January 2016:** circulated, read and approved by the Group as a true record.
- 3. Matters arising from previous meeting not covered in agenda:**
 - MG updated the meeting that two pieces of relevant correspondence(The Local Plan Review and The Sustainability Assessment) has been approved by the BPC and sent to RutCC.
 - EB to report back on Land Registry investigations at the next meeting.
- 4. Funding Update:**
 - TG, SB, and AL reported that obtaining Grant Funding for the project has become a bit of a dilemma. We have to detail what it is for, names of consultants/contractors. Secondly no activity can take place further than six months or the end of the financial year. Thirdly the Grant has to be spent within six months of the award. Lastly the minimum amount to be applied for is £1000 and no retrospective applications are allowed. DM would contact Greetham to gain an understanding of their approach.
- 5. Agree Stakeholder Letter:**
 - AL circulated the draft letter she has prepared and it was approved by the meeting.
 - It was agreed that the letter would be circulated to the Chair of BPC and Chair of the Wakerley Meeting for their approval and signature prior to sending out at the end of February - AML to action.
- 6. Allocate Distribution Lists:**
 - AML circulated the ten lists which were agreed and accepted.
- 7. Agree Terms of Reference:**
 - Deferred to the next meeting when the full group will be in attendance.

8. Finalise Draft Questionnaire:

- CB outlined the aspects that would be covered in this item and they were pinning down the wording, format, printing costs, draw prizes, personal distribution, process of return/collection.
- Draft document would be road tested by six anonymous villagers for their objective feedback by the 08/02/16 and also confidentially circulated to the whole of the BPC by the 10/02/16.
- The completed questionnaire would be distributed to villagers over the weekend of 27/28/29th February with a return date of 07/03/16 collected by distributor or to the Surgery/Shop directly by the householder. AML to consult the two return venues.
- Format discussion agreed to a logo, maps of the two parishes, a coloured front page and the Wakerley versions to be marked with a W to assist data collection.
- CB outlined the costs from A Bullimore in Ketton which are £15 envelopes, £187 for setting and printing, £27.50 for the envelope stickers, and £25 for the Logo. These costs were based on a print run of 250 but on calculation AML proposed a run of 300 to satisfy any additional needs.
- Data collection process and method of publishing the results would be agreed at the next meeting.

9. Date and Venue of Next Meeting :

- Wednesday March 9th 2016 at 7.30pm. Venue tbc.

Meeting concluded at 10.40pm.