

PRESENT

Ashover Parish Councillors:-

William Armitage (WA)

Sandy Bull (SB)

Richard Fidler (RF)

Community Volunteers:-

Ellen Hardwick (EH)

Michael Philbin (MP)

Chris Proctor-Smith (CPS)

Parish Clerk – Sara Atkinson (SA)

NP/10/14 Welcome and apologies

Apologies for absence were received from Andrew Towleron (AT).

NP/11/14 Minutes

The minutes of the Steering Group Meeting held 02/12/2014 were approved as a correct record.

NP/12/14 Code of Conduct/Declarations of Interest

Parish Councillors were already under an obligation to abide by the Ashover Parish Council Code of Conduct. Community Volunteers agreed to sign a declaration to abide by the same 'Code'. Signed Declarations were handed to the Clerk for counter-signature.

NP/13/14 Neighbourhood Plan Update Report

- a. Designation Update – A formal application for designation to North East Derbyshire District Council had been posted first class on 03/12/2014. A copy of the letter and map had been circulated to the group. Upon designation the District Council would receive a Government Grant of £5,000 to assist with the Plan.

- b. Funding Opportunities – A grant of up to £7,000 could be applied for from 'Locality' from April 2015 and in the meantime a bridging grant of up to £2,000 would be applied for.

NP/14/14 Relationship with existing Parish Plan

AT given Parish Plan file at the previous meeting to assess relevance of *that* consultation process in relation to the Neighbourhood Plan.

NP/15/14 Consultation Strategy

a. Community Consultation

Templates from other Neighbourhood Plan questionnaires were considered and a questionnaire drafted.

Recommendation:

- (i) That the draft questionnaire is circulated to the group for approval and then circulated, together with an NP Information leaflet, to every household in the parish as soon as possible with a return dated of 30/01/2015.
- (ii) That questionnaires are returned by post or email to the Clerk, posted in boxes provided at locations in Ashover or handed to any Parish Councillor.
- (iii) That the questionnaire is not posted on the Parish Council website, only NP information and updates.

b. Stakeholder Consultation

A list of stakeholders would be provided by AT.

NP/16/14 Emerging Programme - key milestones

Further information awaited from AT.

NP/17/14 Emerging themes and issues for Neighbourhood Plan

It was anticipated that completed questionnaires would dictate these.

NP/18/14 Date of Next Meeting

The next meeting would be held at 7.15pm on Tuesday 13 January 2015 in the Sports Pavilion, Milken Lane, Ashover.

The meeting closed at 8.10pm