

## STURTON AND STOW NEIGHBOURHOOD PLAN GROUP

**Notes of the meeting  
held on  
7pm Thursday 14<sup>th</sup> June 2018  
in  
Sturton Old Schoolroom.**

**Present:** Mel Banham (Chair), Gordon Bruce, Carol Gilbert, Chris Grinham-Green, Carl Hawke, Ben Irving, Mike Metcalfe, Dennis M Taylor, Clive Thompson, Phil Turney  
Richard Butroid, Lorraine White

**1. Apologies** Pam Duncan

**2. Notes of the meeting held on 10<sup>th</sup> May 2018**  
These were agreed.

**3. Matters arising not otherwise on the agenda**  
To explore the use of the Sturton by Stow newsletter in Stow for publicity purposes.

**3.1 Designated Area – consultation open until 16<sup>th</sup> June**

The consultation period for West Lindsey District Council is until 14<sup>th</sup> June – there appear to have been no comments. Mel Banham has been in contact with Nev Brown (WLDC).

The clerk to Sturton by Stow Parish Council should receive the designation paperwork in due course.

**3.2 Terms of Reference**

The amended version dated 17.5.18 was agreed.

Proposer: Carol Gilbert Seconder: Ben Irving

**3.3 Budget (fixed agenda item)**

**Mel Banham**

Agreed that the Parish Council need to be informed on finances. A budget forecast will be prepared to include costs such as consultancy fees, print, publicity and venue hire.

Once Designation is confirmed there can be up to 3 applications to take up the Basic Grant of £9,000 through Community Lincs. The funds will be held by the Parish Council. The Parish Council will need to be the applicant.

**Action:**

1. Mel to discuss funding application with Parish Clerk.
2. Gordon to research Big Lottery Fund (Awards for All?) for additional funding in case this might be required.

[Post-Meeting Note: You can apply for a Big Lottery Fund grant between £300 and £10000 if your organization is a voluntary or community organization and meets one of these priorities:

- bringing people together and building strong relationships in and across communities
- improving the places and spaces that matter to communities
- enabling more people to fulfil their potential by working to address issues at the earliest possible stage.

I think we qualify under bullets 1 & 2.]

3. Mel will start to put a budget framework together and pencil in costs.

### **3.4 Appointing Consultants**

**Carl Hawke**

Following discussion the importance of itemized tender costs was agreed.

Carl will start the tender process with the character assessment in order to assess likely costs.

Carl and Mike will have a detailed look at consultants to deliver one or more aspects and an indication of costs.

Sturton by Stow Village Appraisal information from 2003 is now in our possession. Together with outcomes from the November 2017 consultation, a large amount of useful background information exists to help both the character assessment and further consultation.

Mel and Ben plus others, using information from the History Society could put some initial work into the character assessment to help reduce consultancy costs.

**Action:**

1. Carl and Mike to look into likely consultancy costs and suggest options.
2. Ben to discuss with contacts re gathering information.

### 3.5 Logo

**Gordon Bruce**

At the May meeting Carol agreed to work on some options. Following discussion of the 5 options the consensus agreement was option 5, with a slight amendment to the black line representing the railway if possible.  
Proposer: Gordon Bruce    Seconder: Chris Grinham-Green

### 3.6 Website

**Gordon Bruce and Clive Thompson**

The website is now under construction using free Hugo Fox option.

The website address is: [www.sturtonandstowplan.co.uk](http://www.sturtonandstowplan.co.uk)

The website email is: [sturtonandstowplan@btinternet.com](mailto:sturtonandstowplan@btinternet.com)

The website should be live very soon.

#### **Action:**

All to look and pass comments to Gordon or Clive.

### 4. Stakeholder Mapping Exercise

**All**

The stakeholder exercise took place with all using post-it notes to determine who and where the key players i.e. organizations, businesses and householders were on the map.

#### **Action:**

Gordon will produce an electronic version of the map. This will be used to engage the general public and businesses.

### 5. The Next Public Event

Following discussion it was agreed there is too little information to impart before start of the school summer holiday i.e. end of July.

It was agreed that, if possible, having a presence at existing forthcoming events such as the August /September Sturton Saturday market, July 14<sup>th</sup> History Society Open Day at Stow Minster, Sturton by Stow Horticultural Show in October together with the Primary School, Bransby Horses and Stow could be used to advertise the neighbourhood plan group and engage with the public. This would communicate the outcome of the November consultation, to inform that the designation has been made and that a household survey will be taken in the future.

It was further agreed that a leaflet be designed, printed and delivered before the start of the school summer holiday. This will help explain the Neighbourhood Plan process, outcome of the November consultation and forthcoming events where more information can be obtained.

Richard very kindly offered his company's support with leaflet print costs. Distribution to be finalised at next meeting.

**Action:**

1. Gordon and Mel to draft up.
2. Mel to liaise with Gill Gilbank re Sturton Parish News distribution and Pam re Stow distribution.

**6. Any Other Business**

1. Phil explained that uncertainties due to district and parish elections in May mean that the referendum should be later.
2. Mel spoke to Cllr Steve England and would send on his notes on consultants to Carl and Mike. Also contact with Osgodby Plan group re finances.
3. Public Attendance; Gordon has determined using the National Association for Local Councils rules that cover parish councils, committees and sub-committees that the public has no statutory right to attend. The public can be allowed to attend as observers but can be asked to leave if required.
4. Dennis observed that the St. Hughes questionnaire results could be useful and that they could be invited to a meeting to discuss them when they are ready. Mel agreed to contact.

**7. Date and time of next meeting**

**Thursday 12<sup>th</sup> July 2018 at 7pm in the Old Schoolroom, Sturton**

Apologies in advance from Ben Irving