

# Pavenham Neighbourhood Plan

## Minutes of Steering Group Meeting held on 02 Dec 2015

Apologies: Brian Greenwood, Jim Russell, Peter Sharpe, Ian McKenzie.

Attendees: Jon Bramwell, Peter Daniel, David Evans, Hugh Josty, Emma Pearce, Margaret Telfer, Christina Holloway, Roger Whilding.

### Outstanding actions/matters arising item 2

1. A quotation for the framing of the “map” is in process.

### Review of survey responses to date – item 3

1. At the time of the meeting 216 returns have been entered on to the database and by the close of the meeting approximately another 40 completed questionnaires were received. This is an encouraging response with the returns from two champions still to be received.

### Next Steps – item 4

1. Providing feedback to the villagers
  - Deliver a single sheet letter before Christmas at the same time as the annual report of the Parish Council. The letter to thank the Village and give an indication of the level of response. In addition the letter will outline how more detailed information can be obtained as it becomes available: via Village Website, Facebook link, paper copy held by local champions and an article in the February publication of The Villager. **Action HJ to contact Peter Sharpe and draft letter.**
2. Conduct a detailed review at the January Steering Group meeting of the survey results including the written comments submitted. **Action EP to make an initial start on categorising the comments, to be assisted by HJ and MT.**
3. Hugh agreed to begin work on a “strawman” framework as the initial step to developing a draft policy document. **Action HJ to liaise with Brian Greenwood.**

Roger Whilding asked if we had reached a point at which we should seek to identify who our formal contact was at the Borough Council.

### Finance – item 5

1. We have £853.16 at our disposal until the end of January at which time we have to submit a request for further funding for a 6 month period.
2. Prior to making a submission for further funding we require guidance from Brian Greenwood as to the likely areas of expenditure in the next six to twelve months. **Action HJ to liaise with BG**

3. It may be possible to roll some or all of the remaining balance into the three months beginning Feb 1<sup>st</sup>. **Action HJ to meet with MT to discuss.**

**AOB – item 6**

1. The plan to be updated. **Action DE**
2. The Parish Council has agreed that the Neighbourhood Plan Group will take on the responsibility for allocation of development sites as offered in The Bedford Local Plan.  
**Action HJ to inform directly the Borough Council and keep the Parish Council informed.**

Next Steering Group Meeting Tuesday 12<sup>th</sup> January 2016 at 8pm

David Evans 2/12/2015

File: Steering Group Minutes.