

Pavenham Neighbourhood Plan

Minutes of Steering Group Meeting held on 17 March 2015

Parish Council attendees: JS, JR, MT, BG, IO, PS

PNP attendees: HJ, IM, DTE, EP, CH, PD, JB (apologies RW)

1. John Stamford, Chair of Parish Council outlined the PC/s agreement to the format of the PNP Steering Group as previously outlined by HJ in a discussion with JS and MT. JS accepted HJ offer of taking on the Project Management role of the PNP which received the backing of all present. John handed the chair to HJ to conduct the meeting.
2. HJ made a presentation, a copy of which had been disseminated to attendees.

Minor changes to the Work Stream Leaders:

1. John Bramwell agreed to share the Funding responsibility with Margaret Telfer.
2. Emma Pearce stressed that she would need support but agreed to retain the Lead.

Actions/comments:

1. BG had developed a document outlining a "Six Phase Strategy" that he felt would be useful to the overall process. **Action BG** to forward to HJ for dissemination and the file.
2. It was agreed that the Parish Council would include a report from the Steering Group as an agenda item. **Action PS** for next PC meeting.
3. It was confirmed that minutes of the steering Group should be taken and form part of the paper trail. The minutes of the previous Steering Group meeting should be included in the audit trail. **Action DE** to take minutes and obtain previous minutes from PS.
4. As part of the discussion on Funding it was agreed that Jon Bramwell would assist Margaret Telfer in the role of Treasurer. However, all funding submissions would be in MT/s name.
5. To secure short and long term funding was recognised as an urgent Task. The PC agreed that a request for an allocation of approximately £250 could be made at the next PC meeting. **Action MT.** Both short term (PC) funding and Grant funding would be obtained via the PC and any expense incurred must be supported with appropriate receipts. All expenditure should be authorised by the Project Manager HJ.
6. Jon Bramwell asked for a list of those managing funding in other Parishes, e.g. Bletsoe and Stevington. **Action HJ** to provide ASAP.
7. MT outlined the methodology for grant expenditure, i.e on a 6 month basis except where the period overlapped the Local Authorities financial end of year (31 March) which took precedent.
8. The expense of producing a large map of the Parish for the launch event was discussed. **Action IM** to ask PS for contact in Borough Council and to determine a method of obtaining a large map for display.
9. IM has met with Dave Smith and John Goff to determine provision of Website. **Action IM** to develop proposal for site and an estimate of costs for next Steering Group meeting.

The discussion then addressed the first three months' Work Streams:

1. Launch Event/Community Engagement, **Action HJ** to arrange meeting of Work Stream to prepare an initial draft of the Launch Event /strategy for the next Steering Group meeting.
2. Launch Event date: it was agreed that this was a priority and that a date in late June was preferable, early July at latest. Members asked to **hold dates of 3-4 July** clear until next meeting, **Action HJ** to propose date for agreement at next Steering Group.
3. Initial ideas were to produce a leaflet for dissemination prior to the event, and/or as a take away. EP produced a mock-up leaflet. **Action HJ** to consider in Work Stream meeting. A photographic competition was suggested by CH, possible child and adult category. **Action HJ** to consider in Work Stream meeting. Copy date for "The Villager" of approx 18th of the month needs to be taken into account
4. Funding: start to build funding bid. **Action MT**
5. Web Site: start to develop ideas in conjunction with Dave Smith/John Gough. **Action IM**
6. Project Plan: start to build project plan using BG's stages for review at next meeting. **Action DE**
7. PNP Elements: start to build baseline and possible vision descriptions for review at next meeting. **Action IM, EP, JR, PD, JB, CH, RW. Brief RW on plan Action HJ**

Future Meetings:

1. The Steering Group will meet at 8pm on the 31st March and then on the first Tuesday of each month, commencing 5th May. Arrange Committee room bookings, **Action PS**
2. Work Steam Leaders to fix dates for their meetings and report progress at the next Steering Group meeting. This to include: launch Event, Project Plan, Web Site, Funding and Community Engagement.

David Evans 19/03/2015

File: Steering Group Minutes.