

# Pavenham Neighbourhood Plan

## Minutes of Steering Group Meeting held on 05 May 2015

Apologies: John Stamford, Ian McKenzie, Christina Holloway, Peter Sharpe

Attendees: Jon Bramwell, Peter Daniel, David Evans, Brian Greenwood, Hugh Josty, Emma Pearce, Jim Russell, Margaret Telfer, Roger Whilding, Pat Olney (Borough Councillor)

Minutes from 31 March Meeting – outstanding actions/actions arising

1. Need to identify right person within Borough Council to obtain large scale map – **Action HJ**
2. Circulate Steering Group with Drop Box details and continue to use until web site structure finalised – **Action EP**
3. Withdraw action for individuals to build list of contacts – **Action All**
4. Agreed not to proceed with specific action for schools other than to task “Champions” to encourage parents to bring their children to the launch event – **Action Champions**
5. Investigate hire of 3 display panels – **Action PD**
6. Purchase 5 sets of panels when funds authorised – **Action HJ**

### Web Site – item 3

1. Review and comment on Web Site – **Action All**

### Funding – item 4

1. Received notification that £2400 funding is acceptable. On receipt of formal offer (due by 11 May) and our acceptance of terms we will receive authority to spend. Check status on 20 May – **Action MT**
2. Prepare form and procedure for using Parish Council funding, approx. £119 of £250 still remaining – **Action MT**
3. Identified underspend of grant funding should be notified and a request made for alternative spending – **Action MT**

### Community Champions – item 5

1. Meetings to brief Champions arranged for 20 & 28 May at 8pm, need to check availability of Champions for these dates – **Action HJ**
2. Leaflets need to have been delivered by end of first week of June – **Action Champions**
3. Seeking information on attendance at Launch Event to be added to Champions role – **Action HJ/EP**
4. Prepare list of numbers of properties in designated areas of the Village to clarify Champions area of responsibility – **Action JR**
5. Circulate Champions Role description to Steering Group members – **Action EP**

### **Launch Event – item 6**

1. Make slides/posters available on Drop Box – **Action EP**
2. Review Slides/Posters and input changes and suggestions – **Action All**
3. Clarify acceptable format for Photo competition (i.e. electronic, print) – **Action HJ**
4. Clarify destination address for digital input (and print), i.e. email address – **Action EP**
5. Enlarge logo on slides/posters – **Action HJ**
6. Invite NP Leaders from neighbouring parishes to the Launch Event – **Action PD**
7. Scrap the Launch Event Feedback form – **Action HJ**
8. In view of above seek verbal feedback from villagers leaving the Launch Event – **Action All**

### **AOB – None**

Next Steering Group Meeting 11 June 2015 at 8pm

David Evans 6/05/2015

File: Steering Group Minutes.