

# **Pavenham Neighbourhood Plan**

## **Minutes of Steering Group Meeting held on 11 June 2015**

Apologies: Ian McKenzie, Peter Sharpe, Brian Greenwood, Emma Pearce, Jon Bramwell, David Evans

Attendees: Peter Daniel, Hugh Josty, Jim Russell, Margaret Telfer, Roger Whilding, Chrissie Holloway, John Stamford

Minutes from 5 May Meeting – outstanding actions/actions arising

1. Any final changes to Launch Event slides to be suggested to HJ by 15 June – **Action ALL**

### **Constitution – item 3**

1. Draft agreed subject to 2 changes (items 2 and 3 below)
2. Meeting minutes to be copied to all PC members – **Action HJ**
3. Wording for “examination” of the accounts to be reviewed – **Action MT**
4. New version to be forwarded to Peter Sharpe for PC approval – **Action HJ**

### **Web Site – item 4**

1. SG members to review any suggested changes to web site – **Action ALL**

### **Funding and Accounting – item 5**

1. £563 gross of initial £2418 approved funding has been spent to date.
2. Expenses form to be placed into Dropbox – **Action MT**
3. Preparation for next tranche of funding to be started October – **Action MT**
4. Funding letter to be placed into Dropbox for SG to review – **Action MT**

### **Launch Event Preparations – item 6**

1. Photo competition slips to be printed – **Action MT**
2. Clipboards to be purchased – **Action HJ**
3. Instruction sheet for map to be forwarded to HJ – **Action EP**
4. Add listed buildings to slides – **Action HJ**
5. See if there is data on Horace Church site – **Action CH**

### **AOB – item 7**

1. Initial meeting to review Launch Event post-its to be set for 24/25 June (attendees CH, MT, EP, HJ – 4 Brookfields, 8pm) – **Action HJ**
2. Reporting to Parish Council at 9 July and 17 September meetings – **Action JR, MT**

Next Steering Group Meeting 2 July 2015 at 8pm

Hugh Josty 13/06/15

File: Steering Group Minutes.