

Pavenham Neighbourhood Plan

Minutes of Steering Group Meeting held on 4th August 2015

Apologies: David Evans, Peter Daniel, Jon Bramwell, Peter Sharpe, Ian McKenzie, Emma Pearce, Jim Russell

Attendees: Hugh Josty, Margaret Telfer, Christina Holloway, John Stamford, Brian Greenwood

Steering Group Meeting 2nd July – outstanding actions/matters arising

1. Obtain quote for framing map – **Action DE**

Working Parties preparing questionnaire – item 3

1. Two of parties had met; others delayed by holidays. All parties to provide draft questions for next Steering Group – **Action PD, IM, CH, RW, HJ**(for D Bliss and D Smith)
2. Draft Housing questions (prepared by PD group) were reviewed and input provided (to be fed back to group) – **Action HJ**
3. Objectives for Questionnaire agreed:
 - hard copy will go to each person on electoral roll. Details of roll to be provided to HJ – **Action PS**
 - may also go to 16/17 year olds (to be decided)
 - Paul Nertney will be asked to advise on design of questionnaire and to print high quality document using colour and good paper
 - questionnaires will be hand distributed by Champions
 - data may also be entered online
 - target date for issue is October 2015
 - wine & cheese or similar Village Hall event for all Champions/SG members to brief them on questionnaire objectives and handling to be held late Sept/early October. To be discussed next SG meeting

Vision for Pavenham – item 4

1. Agreed it would be unhelpful/leading to produce a future vision before questionnaire results. Question to ask people what elements should be in vision will be included –**Action HJ**

Expenditure to date – item 5

1. Of the original tranche of funding, £1682 currently remains. This tranche expires 19th October.
2. Clarify whether Survey Monkey has been purchased – **Action EP**
3. Updated costs for questionnaire printing to be revised – **Action HJ, CH, EP**
4. Any anticipated costs for next tranche of funding to be provided to MT by early September – **Action ALL**

AOB – item 6

1. Village newsletter with NP update has been delayed by farm duties
2. Very few entries for Photo competition. Closing date 15th August. Posters to be put up.

Next Steering Group Meeting **3rd September** 2015 at 8pm

Hugh Josty 4/08/2015

File: Steering Group Minutes.