

# Pavenham Neighbourhood Plan

## Minutes of Steering Group Meeting held on 03 September 2015

Apologies: Emma Pearce

Attendees: Jon Bramwell, Peter Daniel, David Evans, Hugh Josty, Brian Greenwood, Jim Russell, Margaret Telfer, Christina Holloway, Roger Whilding, Ian McKenzie, Peter Sharpe, John Stamford

Steering Group Meeting 4 August – outstanding actions/matters arising

1. Obtain quote for framing map – **Action DE**
2. Numbers of voters per household on electoral roll to be provided to HJ – **Action PS/MT**
3. Cheese and Wine event agreed for Champions/SG briefing; date to be fixed – **Action HJ**
4. Winners of Photographic competition announced and prizes have been awarded.

### Review of draft questions – item 3

1. Housing  
Details of changes to draft to be updated and issued – **Action HJ**  
Q4 - Brian Greenwood to review opening paragraph and item G. – **Action BG**
2. Working in Pavenham  
Details of changes to be updated and issued – **Action HJ**  
Brian Greenwood to provide a revised definition for types of business – **Action BG**
3. Environment and Heritage  
Roger Whilding and his group will meet to restructure and reword this item – **Action RW**

A further meeting was arranged for 9<sup>th</sup> September to review the remaining draft questions; details to follow – **Action HJ**

### Questionnaire Planning – item 4

1. Further discussion required re dissemination and collection of questionnaires. Inputs will only be sought from those listed on the electoral role (not minors).
2. The timetable will require some modification though the intention is to complete the collection by year end.
3. We need to determine if the maps contained in the questionnaire can be viewed on line – **Action IM**
4. Paper to be updated based on discussions – **Action HJ**

### Expenditure to date – item 5

1. Purchase of Survey Monkey should proceed, with invoice to be made out to “Pavenham Parish Council” so that VAT can be reclaimed – **Action EP**
2. Planning for next tranche of expenditure should start before next Steering Group – **Action MT/JB**

**AOB – item 6**

The importance of the Bedford Borough Council's move to consider papers on the 2032 Local Plan at their meeting on 9<sup>th</sup> September, to get the go-ahead for further consultation, was stressed.

Members should read the information contained in Hugh's email of 2<sup>nd</sup> September – **Action ALL**

Next Steering Group Meeting Tuesday 6<sup>th</sup> October 2015 at 8pm

David Evans 4/09/2015

File: Steering Group Minutes.