

Pavenham Neighbourhood Plan

Minutes of Steering Group Meeting held on 12 January 2016

Apologies: Ian McKenzie.

Attendees: Peter Daniel, David Evans, Hugh Josty, Brian Greenwood, Jim Russell, Margaret Telfer, Christina Holloway, Emma Pearce, Roger Whilding, Peter Sharpe, John Stamford

Matters arising from 2nd Dec 2015 meeting - item 2

1. Peter Sharpe pointed out that item 6 (2) as reported in the minutes of the previous meeting of 2 Dec 2015 was incorrect. It was agreed that the Parish Council has ultimate responsibility for the allocation of sites and that the Parish Council will take account of recommendations from the Pavenham Neighbourhood Plan steering Group.

Review of survey responses to date – item 3

1. In all 575 questionnaires were issued and a total of 395 responses were received, a response rate of 68.69%, well above the national average for such a survey.
2. The results are to be disseminated to the Village by way of a four page colour insert in February's edition of the Villager Magazine. The results will be accessible on-line and copies of the insert will be available from neighbourhood champions. **Action DE to ensure inserts are placed in The Villager.**

Forward Plan – item 4

The following points arose from discussion on the updated plan:

1. To ensure that we comply with European and other legislation we will need to ensure that our plan is screened for compliance with both a Sustainability Appraisal and a Strategic Environmental Assessment. For this we will need to employ an independent consultant. This work can be carried out once we have draft proposals for our policies. We need to take account for the time and funding required.
2. It was agreed that as well as consulting with the village towards the end of the development process we also need an interim "event" to maintain awareness and solicit feedback on work in progress. It was envisaged that this would be in the May/June timeframe.
Action DE to update plan to include these two items.

Financial status and actions – item 5

1. With respect to the current grant items must be paid for by end of January. This will include forward booking of the Village Hall for Jan/Feb/Mar.
2. The Grant Report has to be completed on-line by end of February. **Action MT**

3. We cannot apply for further funding until 1st Feb – and then we have to follow the previous process in its entirety. **Action MT to inform funding body that we will be making an application.**
4. New funding application to be prepared. **Action MT/HJ**

Draft format for Pavenham Neighbourhood Plan – Item 6

1. Policies have to be based on the questionnaire response; additional comments should not be allowed to “override” the quantified responses.
2. Survey statistical responses will need to be given as annex to the Plan
3. The additional potential development sites now being put forward will need to be accommodated in our process
4. A grouping of comments will be prepared and made available for those working on the Plan.
Action EP
5. The previous working groups will be the starting point for development of the relevant policies.
6. Teams to be organised. **Action HJ**

Provide feedback to HJ on the proposed (Draft) format – Action all, ASAP

AOB – item 6

1. The Borough Council are organising a workshop to be held at some time in February. We should be represented and HJ will be seeking volunteers once we have timing information.
Action HJ

Next Steering Group Meeting Tuesday 9th February 2016 at 8pm

David Evans 13/01/2016

File: Steering Group Minutes.