

Pavenham Neighbourhood Plan

Minutes of Steering Group Meeting held on 9 February 2016

Apologies: Ian McKenzie, John Stamford, Peter Daniel, Jon Bramwell

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

Matters arising from 12 January 2016 - item 2

1. There are two Borough Workshops arranged for the 29th February and 7th March. Hugh and Margaret will both attend on the 7th March and Emma agreed to attend on the 29th February. At the workshop on the 29th February, Sonia Gallagher has invited us to give a short talk about our experience to date (especially how we achieved a high turnout for the survey)
2. General agreement for Hugh's excellent initial draft format for our NP.

Developing the Draft Plan – item 3

1. We need to re-activate our Working Groups (WG). To help ensure a consistent approach and aid communication each group will contain a member of the Steering Group. Margaret Telfer agreed to be the Steering Group member of the Transport Group.
2. Emma stressed the need for WGs to review ALL responses to the questionnaire, not just those pertaining to specific WG topics. The full set of survey information will be provided to each WG (available via drop box).
3. It was agreed that we should invite the WG leaders to future Steering Group meetings where their topics are being discussed (probably two or three per meeting). **Action HJ.**
4. Hugh is working on a structure for defining our NP policies which he will communicate to the WG leaders. **Action HJ.**

Draft Site Allocation Methodology – item 4

1. It was agreed that the proposed 1 to 3 scoring might not enable sufficient differentiation of like issues/topics, a scoring of 1 to 5 was agreed. **Action HJ**
2. Except for comments from Villagers we can assess the new proposed sites using criteria we have already established. Roger Whilding and Christina Holloway offered to help Hugh Josty carry this out using the agreed methodology. **Action HJ**
3. The “new” proposed sites will be discussed at the next Parish Council meeting on the 16th March. The next Annual Parish meeting on the 21st April 2016 will be an opportunity to explain the objective approach that we have adopted to assess suitability of potential development sites, as well as updating the village on our progress. **Action HJ**

Financial status and actions – item 5

1. Internet issues have delayed submission for next tranche of funding, will complete ASAP.
Action – MT
2. We should allow for the need to employ a consultant for scoping our compliance with both a Sustainability Appraisal and a Strategic Environmental Assessment. We may be able to carry out ourselves however we should make a provision of £400. This, plus costs of a Friday/Saturday event and room hire will form our next tranche of expenditure. **Action MT**
3. Maximum funding available is £8K, over 2 years, 4 applications (6 month periods), currently have spent £1455.

AOB – item 6

1. Use the Annual Parish Meeting on 21st April to provide an update on the Neighbourhood Plan. **Action HJ**

Next Steering Group Meeting **Wednesday 9th** March 2016 at 8pm

David Evans 10/02/2016

File: Steering Group Minutes.