

Pavenham Neighbourhood Plan

Minutes of Steering Group Meeting held on 6 June 2016

Apologies: Peter Sharpe, David Evans, Jim Russell.

Attendees: John Stamford, Hugh Josty, Brian Greenwood, Margaret Telfer, Emma Pearce, Christina Holloway, Roger Whilding, Jon Bramwell, Peter Daniel, Ian McKenzie.

Matters arising from 4 May 2016 meeting - item 2

1. NP Design Guidelines development: action carried forward - **Action BG**.

Planning for Drop-in Event 17-18 June – item 3

1. Policy display material was agreed as presented.
2. Site feedback form was revised. Final version to be reviewed before printing:
Action HJ/CH/RW
3. Policy feedback form agreed as presented.
4. Listed Buildings document agreed as presented.
5. Sign-in form to ask for email address –**Action HJ**
6. Refreshments and rota to be provided – **Action Mr/Mrs Evans**
7. Rota of committee members: needs additional SG members plus Champions to be invited –
Action EP, JB, ALL
Agreed to bring forward set-up time on 17th to 9am – **action MT,RW,CH,EP,HJ**
8. Publicity: posters to be put up at Open Gardens venues – **Action RW**
After the event facebook “did you miss the event?” note to be posted, with extra forms available for those who missed event – **Action EP**
9. Keys to access locked Village Hall cupboard to be obtained for 17th 9am – **Action MT**

Financial Status – item 4

1. We overlooked the hosting charge for our web site; now paid for.

AOB – item 5

1. None

Next Steering Group Meeting **Thursday 7th July** at 8pm.

Hugh Josty 7-6-06 File: Steering Group Minutes.