

# Pavenham Neighbourhood Plan

## Minutes of Steering Group Meeting held on 7 September 2016

Apologies: Ian McKenzie, Jim Russell, John Stamford

Attendees: Hugh Josty, Peter Sharpe, Margaret Telfer, Emma Pearce, Christina Holloway, Roger Whilding, Jon Bramwell, Peter Daniel, David Evans, Brian Greenwood.

### Matters arising from 2 August 2016 meeting - item 2

1. Strategic Environmental Assessment: BG has briefed the consultancy though they still require formal instruction. Initial cost of £500 is included in our current funding, follow on costs will be included in our next application for funds. **Action: BG to draft a letter of instruction which will be sent on Pavenham Parish Council letterhead; HJ to ensure funding included in 5<sup>th</sup> October submission.**
2. We have confirmation that the Map we are using is the latest revision.
3. BG confirmed that Pre-Referendum information that we provide to the Village must be comprehensive. We need to finalise a method to achieve this utilising our website, the mini-plan, possibly "Champions" or other locations/means to ensure the full document is readily available to view. **Action: discuss detail at next meeting.**
4. Mini-plan costing. **Action: HJ will provide input for next funding submission on 5<sup>th</sup> October.**
5. Green Infrastructure Plan, the committee agreed that the potential benefit of a formal Plan was outweighed by the undertaking of the process. The committee questioned the "appetite" of the villagers for another round of consultation and supporting events and also the adverse impact on our timetable. It was agreed that we already have considerable data on environmental aspects which we will utilise to address relevant issues within the body of the plan and the appendices. **Action: CH to lead a small working group to address how to build on available material**

### Neighbourhood Plan draft 0.5 – item 3

1. Comments
  - HJ asked for any comments to be emailed to him. **Action: ALL**
  - MT expressed concern that the document was becoming rather long and detailed. The point was noted though BG emphasised that considerable detail was necessary to ensure that the plan was robust and that background information was important to support the Policies.
  - Some editing will be necessary, HJ and EP will undertake this task together with any other committee member that wants to participate. **Action HJ & EP**
  - Key policies are the most vital part of the plan. Supporting text is important and we should keep in mind that we are not trying to prevent future development but to control, protect and preserve the nature of the Village.
  - We still require environment input from CH. **Action CH to provide inputs to HJ.**
  - The document in its entirety has to be available for the villagers to vote on in the referendum.
  - The initial draft of the policies prepared by BG were discussed at length.

2. Completion/Review process

- BG will produce the next draft of the Policies for the October meeting. **Action: BG**

**Financial status and actions – item 4**

1. Outline costings for next tranche to be prepared and circulated prior to next meeting.  
**Action: HJ**

**AOB – item 5**

1. Survey Monkey subscription to be cancelled. **Action: EP**

Next Steering Group Meeting **Thursday 6<sup>th</sup> October** at 8pm (note: suggested 5<sup>th</sup> October date clashes with another meeting).

David Evans 8 September 2016    File: Steering Group Minutes.