

Pavenham Neighbourhood Plan

Minutes of Steering Group Meeting held on 6 October 2016

Apologies: Peter Sharpe, Christina Holloway, Brian Greenwood.

Attendees: Hugh Josty, Margaret Telfer, Emma Pearce, Roger Whilding, Jon Bramwell, Peter Daniel, David Evans, Ian McKenzie, Jim Russell, John Stamford

Matters arising from 7 September meeting - item 2

1. Strategic Environmental Assessment, the consultancy still require formal instruction.
Action: BG to draft a letter of instruction which will be sent on Pavenham Parish Council letterhead
2. The initial consultancy cost of £500 and follow on costs have been included in our application this month for the next tranche of funding
3. The mini-Plan costings are also included in our application.
4. Environment section, not yet completed. **Action: HJ to prepare a draft and forward to CH.**
5. The plan has been edited by EP and loaded on Dropbox as version 0.7.

Draft Policies – item 3

1. The next draft was not yet available for review. **Action: HJ to discuss with BG how we can best assist in the process.**
2. Clarify the meaning of the term “sustainable” in context of a Neighbourhood Plan
Action: ALL
3. BG’s email of 6 October 2016 was discussed, the committee felt that to make real progress we need to involve BG directly in further discussion.
Action: HJ to include in November meeting.

Next Steps – item 4

1. No discussion – awaiting draft of policies.

Financial status and actions – item 5

1. The application for the next tranche of funding will be submitted this month.
Action: MT

AOB – item 6

1. No AOB

Next Steering Group Meeting **Wednesday 2nd November** at 8pm.

David Evans 6 October 2016 File: Steering Group Minutes.