

Pavenham Neighbourhood Plan

Minutes of Steering Group Meeting held on 7 December 2016

Apologies: Emma Pearce, Brian Greenwood, Roger Whilding, Ian McKenzie, Jim Russell.

Attendees: Hugh Josty, Margaret Telfer, Jon Bramwell, Peter Daniel, David Evans, John Stamford, Peter Sharpe, Christina Holloway.

Matters arising from 6 October meeting - item 2

1. Strategic Environmental Assessment, we have been informed that this exercise is the responsibility of the local authority and therefore we do not need to organise or fund the services of an independent consultant.
2. The Borough Council require a view of our Policies before they can begin the process.
Action: HJ to provide the Borough Council with an updated version of our Policies as soon as possible.

Update on Policies – item 3

1. At the time of the meeting no further progress.
2. HJ will produce an update of the Policies based on our last meeting and then forward to BG and Steering Group for comments.

This approach will hopefully allow us to develop a draft quickly sufficient to:

- Be sent to the Borough Council for their initial comments.
- Be used by the Borough Council to trigger their scoping of the need for a Strategic Environmental assessment (See Item 2).
- Be developed in January for agreement by the Parish Council.
- Subsequently (perhaps end January) be incorporated into our “mini plan” and distributed to the village to seek their agreement.

Justification for Policies – item 4

1. No discussion – more meaningful when Policies are completed.

Mini Plan (20th November draft) – item 5

1. Up-date “mini-plan” with a view to seeking Borough Council comment prior to target dissemination date of end of January 2017. **Action - HJ**
2. Check to see if a six week interval for comments by Villagers is mandatory. – **Action HJ**
3. Amend title/introduction to explain that the “mini-plan” is a “pre-consultation” draft and not the final document. – **Action HJ**
4. Seek approval for draft from Parish Council at their meeting on Jan 19th 2017. Get eight A4 copies to Parish Clerk one week prior to meeting. **Action – HJ**
5. Finalise Villager feedback mechanism, e.g. email to HJ/JS, return an enclosure etc.
Action – HJ

Financial status and actions - item 6

1. Approval received for the third tranche of funding of £809 to be spent by the end of March 2017.
2. Including the third tranche our forecast spend as at the end of March will be £2668.
3. Total allowable funding is £9000, and option exists therefore for a fourth tranche of £6632 (more than four requests are discouraged).

AOB – item 7

1. Comments on Policy up-dates to be emailed to HJ. **Action - All**

Next Steering Group Meeting **Wednesday 4th January** at 8pm.

David Evans 8 December 2016 File: Steering Group Minutes.