

Stanton St Quintin Neighbourhood Development Plan Steering Group

Minutes of the meeting of 11th September 2017

Present: John Seale (Chair), Paul Craven, Stephanie Fenton, Elspeth Schwenk, Hilary Greene, Roger Starling, Rosalind Brown, Christina Smith

	Action
1 Apologies Emma Walker, Caroline Heathorn, George Fenton, Mike Smith, Richard Payne, Gil Schwenk, Graeme Pattison	
2 Minutes of 14th August	
2.1 Agreed	
3 Action plan	
3.1 Demographics from Wiltshire Council – John has meeting with Link Officer on 14 th	
3.2 Locality Grant Application and Neighbourhood Area Application have both been submitted.	
3.3 Public meeting actions – addressed by this meeting	
3.4 Synchronisation of project plans – Graeme now has the project plan John submitted with the application and will bring an update to the next meeting on where we are.	
3.5 Richard has submitted a list of local registered businesses. Christina commented that it doesn't include farms and others queried the hotel and the garage.	
4 Treasurers report	
4.1 We have been awarded the grant of £3000. John is now completing the form to enable the money to be paid into the Parish Council bank account. Although the accounts will be kept by the Parish Council, Roger will still keep a record and Paul emphasised that there will be no expenditure from the grant without proper authorisation from the Steering Group.	John Roger All
5 Neighbourhood Area Designation	
5.1 John reported that we are still waiting for final approval from Wiltshire Council for our Neighbourhood Area Designation, which is the parish boundary. John will be meeting with the Link Officer on 14 th September.	John
6 Presentation and agenda for public meeting on 20th September	
6.1 Paul went through the PowerPoint presentation he had prepared for him, John and Roger to speak to. He took on board comments about it and will redraft as necessary and recirculate.	Paul
6.2 It was agreed to extend the agenda times a bit to allow for the presentation to take about 20 minutes before the exercise planned by Lemon Gazelle.	
6.3 The speakers will have a practice on Tuesday 19 th September from 5pm to 7pm in the Parish Hall – Stephanie will book this.	Stephanie
6.4 We will arrive at the hall at 6.30pm on 20 th September to allow time to set up the hall.	
6.5 Stephanie had prepared a flyer to remind people in the village about the meeting. She will incorporate Paul's logo etc. from the slides then issue for delivery. She will also prepare a distribution list so we can see who is delivering where and make sure we are covering all areas. There will also be notices in the Parish Noticeboards.	Stephanie
6.6 We agreed to supply tea and coffee and biscuits. Stephanie, Rosalind and Hilary offered to bake some biscuits. Hilary will get the other provisions. These refreshments will be available after the presentation and before the LG exercise.	Stephanie Hilary Rosalind
6.7 In order that we can display the map the Mike has, Elspeth will bring her flip chart stand to the meeting.	Elspeth

	Action
6.8 John went through possible VIP attendees. <ul style="list-style-type: none"> • Link officer – invited but can't come • Rev Christopher Bryan – accepted invitation • Howard Greenman – not sure he will come • Dyson rep – as he is attending the Parish Council meeting on 26th September, agreed not to invite him to this meeting • Nick Greene – Chair of the Parish Council • Anita Druce – School Business Manager 	
7 Progress update against plan	
7.1 Graeme had made his apologies for this evening but now has the project plan submitted with the grant application (NP5) and will bring an update to the next meeting.	Graeme
8 Future meeting dates	
8.1 Agreed Monday 16 th October, at Long Barn. We will ask LG to get the feedback from the public meeting to us by that date.	John
9 Next steps	
9.1 <ul style="list-style-type: none"> • Analyse and refine the data from the public meeting to shape our thinking. • Await area designation confirmation. • Establish plan scope and revisit assumptions • Develop objectives. • Draft NP for Stage 2. • Planning for next community engagement. • Approximate timescale. Submit plan to WC 14/3/19 for examination 	
9.2 John outlined the process towards final agreement of the plan. He thinks we are not far from the first draft.	
10 AOB	
10.1 None	
11 Planned meetings	
11.1 Tuesday 19 th September – 5pm-7pm in the hall, practice for speakers at the public meeting	
11.2 Wednesday 20 th September – Public Meeting in the hall, steering group members to arrive at 6.30pm to set up the hall	
11.3 Monday 16 th October – next Steering Group meeting 7.30pm at Long Barn, thanks to Elspeth and Gil.	