

Stanton St Quintin Neighbourhood Development Plan Steering Group

Minutes of the meeting of 16th October 2017

Present: John Seale (Chair), Paul Craven, Elspeth Schwenk, Hilary Greene, Roger Starling, Christina Smith, Emma Walker

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| 1 Apologies
Caroline Heathorn (now resigned), George and Stephanie Fenton, Mike Smith, Richard Payne, Gil Schwenk, Graeme Pattison, Rosalind Brown | |
| 2 Minutes of 11th September | |
| 2.1 Agreed | |
| 3 Action plan | |
| 3.1 John has met with Link Officer and sent round his notes of the meeting. | |
| 3.2 We now have confirmation of the Neighbourhood Area Designation (our parish area) which is out for consultation for 4 weeks. John will contact neighbouring councils and keep in touch with them. | |
| 4 Treasurers report | |
| 4.1 Roger submitted a written report. We have now paid the LG invoice for the public engagement event. So our remaining balance is £1,463.69. John reported that there will be funding available for next year, applications to be made in January 2018. | John
Roger |
| 4.2 We discussed the remaining budget for LG. There is a sum of £800 earmarked for training. Emma will speak to Sarah from LG tomorrow about what training we need. | Emma |
| 4.3 Roger stressed that he needs good quality receipts for expenses – i.e. ones he can read. | |
| 4.4 Paul asked if Roger could document the agreed procedures for approval of any payments. Roger will do this. | Roger |
| 5 NP website | |
| 5.1 Christina demonstrated the 2 versions of the proposed website for us. The majority liked the second one – red and green. She has set up an email address which she can provide access to when necessary – Stanton.NP@gmail.com . She reported that the cost will be £92 for a 2 year licence. We agreed that we would need it for at least 2 years. | |
| 5.2 Christina will recirculate the narrative that she has included so far on the website for us to comment on, add to etc. Paul said that we need to have a comms tab, a news tab. Christina welcomed this comment and explained that she is limited to 6 headings to make sure the site is viewable on a mobile phone. Any such contributions are very welcome. The meeting thanked Christina for all her work on this. | Christina |
| 6 Community Engagement report | |
| 6.1 All were happy with the report and agreed it gives us a lot of useful data. Hilary is collecting comments and will report back to Sarah as agreed | Hilary |
| 6.2 Sarah has also put together an online survey using SurveyMonkey and sent us the link. Any comments on this should be given to Hilary who will report back to Sarah. Access to the final survey could be via our new website but we also need to consider how to include all those who don't have access to the internet or who would be more comfortable with a paper survey. | Hilary |
| 7 Voneus Broadband | |

- Action**
John
- 7.1 John outlined the proposal to engage with Voneus broadband to improve broadband for those in the village unable to connect to fibre. He is meeting with a rep from Voneus and Nick Greene on Wednesday to discuss the issue. The meeting generally felt that although this is an important issue for the village it doesn't have planning implications so shouldn't be led by the Steering group. John will report back following the meeting on Wednesday and felt that should the opportunity look viable, it should be run as a community improvement project not on the critical path of the NP but in parallel.
- 8 Link Officer feedback**
- 8.1 Paul asked where the red lines are in their audit of our NP. Elspeth sought reassurance that we are going along all right – we don't want surprises at the end. John assured the meeting that he is keeping in touch with the LO – he has sent her a copy of the LG report. Emma pointed out that although the public engagement was very good, it was with a small proportion of the population. John promised to ensure synchronisation exists between Wiltshire Council and the needs of the community. He will ask the LO to confirm that we are on the right lines, to let us know of any issues from the report that might have an impact.
- 9 Progress update**
- 9.1 No report as Graeme sent his apologies.
- 10 Next steps**
- 10.1 John and Elspeth wondered if we should try to do some work on demographics as Wiltshire can't supply anything. Hilary volunteered. John will let her have some links
- 11 Meetings dates – all 7.30pm at Long Barn**
- 11.1 13 November
11.2 11 December
11.3 8 January
- John
Hilary