

Stanton St Quintin Neighbourhood Development Plan Steering Group

Minutes of the meeting of 13th November 2017

Present: John Seale (Chair) Paul Craven, Elspeth Schwenk, Roger Starling, Christina Smith, Emma Walker, Graeme Pattison, Rosalind Brown, Stephanie Fenton

		Action
1	Apologies	
	Hilary Greene, George Fenton, Mike Smith, Gil Schwenk	
2	Minutes of 16th October 2017	
2.1	Agreed	
3	Treasurer's Report	
3.1	Roger was thanked for his work on The Financial Policy and Procedures Version 3, which was accepted and endorsed by the Steering Committee. Our remaining balance is £1,436 which should cover any costs incurred until we can apply for the next tranche of the grant at the beginning of February.	
4	Progress on Christina's NP website.	
4.1	Christina says she has gone as far as she can on the development of the website and that it should go live in one week. She agreed to manage the account and we would pay for a 2 year domain name and a 2 year contract with a service provider. We discussed how to advertise the website and Paul suggested a link on the PPC website, a note on the Parish Hall facebook page, the Stanton St Quintin Website and a flyer. The committee appreciated the hard work put in by Christina and thanked her for it.	Christina
5	Agree revised survey and plan circulation.	
5.1	Emma to contact Sarah at LG to make 2 small amendments to the revised survey, otherwise it was endorsed by the committee. LG are to rename the page numbers up to 7 (instead of 9) and to change on page 6 the heading in column 4 from ' <i>Neither Important or Not Important</i> ' to ' No particular view '. We then discussed how first to advertise the survey to the village and then how to distribute it. We hoped that the majority of households would complete the survey online, but hard copies will be available in strategic places as well; the Church, the School, the Parish Hall, the Garage and the Stanton Ladies Coffee morning. To advertise it, we would add the information to the website flyer (discussed above) which Stephanie will do, with the help of the usual 4 committee members for the distribution.	Emma Stephanie Graeme Paul Mike Hilary
6	Document Management	
6.1	It was agreed that we need a system of document control and Roger kindly volunteered to be the keeper of the central repository. A long discussion was held on the best way forward and as a start we decided to have a naming convention for documents. Christina will email the committee members with some ideas for us to adopt.	Roger Christina

Action

- 6.2 Paul suggested that only one person should have ownership of any future documents, with the committee able to suggest changes/amendments to the document through 'tracking changes' etc . When the document is finally agreed, it will go to Roger for storage.

7 SSQ RURAL HOUSING NEEDS SURVEY

- 7.1 Both Jane Wilkie, our Link Officer, and Sarah from LG recommended we have a Rural Housing Needs Survey done and John thinks that the majority of the work is carried out by Wiltshire Council. He suggested it would be a good thing to have as the results will help us better understand our housing needs.
- 7.2 John also undertook to ask Jane Wilkie if there is a Strategic Housing Land Availability Assessment for Stanton St Quintin. John

8 Progress update against Plan.

- 8.1 Graeme reported progress is good to date and that we are on track with the plan.

9 Next Steps

- 9.1 Finalising Website and advertising it.
Advertising Survey and distributing it, together with leaflets.
Beginning work on the draft of Version 1 of the Neighbourhood Plan from LG.

10 Meeting Dates – all 7.30pm at Long Barn

- 10.1 11 December
10.2 8 January
10.3 12 February