

Stanton St Quintin Neighbourhood Development Plan Steering Group

Minutes of the meeting of 10th July 2017

Present: Paul Craven (Chair – via Skype), George Fenton, Stephanie Fenton, Elspeth Schwenk, Gil Schwenk, Mike Smith, Emma Walker, Hilary Greene, Roger Starling, Dave Haines, Richard Payne, Caroline Heathorn, Rosalind Brown, Graeme Pattison

	Action
1 Apologies John Seale	
2 Welcome	
2.1 New members Caroline, Richard and Rosalind were welcomed to the meeting.	
3 Minutes of 12th June	
3.1 Agreed	
4 Action plan	
4.1 Maps – Mike reminded us that we agreed we would not buy maps until the Council has confirmed the NDP area. John Seale has proposed that the area will be the Parish area less Buckley Barracks areas.	MS
4.2 Emma had an action to invite Lemon Gazelle to this meeting and to our community meeting on September 20 th . This had been held off pending the appointment of a link officer from Wiltshire Council. We have just heard that a Link Officer has been appointed – Jane Macey. She has suggested a telephone conversation this coming Wednesday (12 th July) and John has agreed to contact her while he is on holiday. Emma will liaise with John when he comes back re inviting Lemon Gazelle to meetings.	EW/JS
4.3 New members – George has recruited the three new members. Dave Haines said he had been speaking to Christina Smith who has worked for many years at the MoD as a project manager and who is interested to get involved with the NDP. The meeting agreed she should be invited.	HG
5 Treasurers report	
5.1 John and Roger had submitted a short written report. John has spoken to John Smith, Treasurer at Hullavington about the grant application and he has offered to help with specific questions. We are hopeful that the Link Officer will be able to help with this application.	
6 Community Flyer for September 20th and format of meeting	
6.1 Stephanie has redrafted the flyer and obtained 3 quotes for printing. After discussion, members of the committee offered to print copies and distribution arrangements were sorted out, with a target of completing the distribution by 16 th July. Hilary will arrange for the flyer to appear in noticeboards and Stephanie will contact Anita to get it on The Chatter.	Various
6.2 Paul suggested that we have a sub-committee to agree the format of the meeting on 20 th . This was agreed and Mike, Elspeth, Paul, Emma and Graeme volunteered. They will report back at our next meeting on 14 th August with a draft agenda for the public meeting.	Various
7 NP tracking tool	
7.1 Graeme reported that he had done quite a bit of work on the original spreadsheet. He is now developing a spreadsheet based on the Wiltshire Council process chart and will discuss this with John when he returns from holiday.	GP
8 AOB - None	
9 Dates of next meetings	
9.1 Monday 14 th August and Monday 11 th September at Long Barn (thanks to Elspeth and Gil) at 7.30pm:	