

Stanton St Quintin Neighbourhood Development Plan Steering Group

Minutes of the meeting of 8th January 2018

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

		Action
1	Apologies George Fenton, Emma Walker, Gil Schwenk	
2	Minutes and action plan from 11th December	
2.1	Agreed.	
3	Matters arising Hilary had issued a short report on demographic information. It was agreed that comments on this would be dealt with by email before the next meeting.	All
4	Treasurer's Report	
4.1	Current balance is £145. John reported that we can apply for the next tranche of grant on 18 th February.	
4.2	Roger had spoken to Sarah at LG to get an idea of expenses for the future. She provided some information on work which they could do and which would cost a total of £6,000. Roger will circulate this information via Hilary. John will ask the Parish Council if any more financial help will be forthcoming.	John
5	End of year review of status of NP plan John reminded us that we first formed the Steering Group a year ago and summarised all the work we have done since. The response rate on the current survey has increased to about 57 since Sarah's report last week of 47 completed. Sarah has suggested extending the deadline and encouraging more young people to complete the survey. We should aim for at least 100 surveys. It was agreed we would issue another flyer and that we would knock on doors offering paper copies of the survey as well as encouraging completion of the electronic one. The flyer will say 'time is running out'.	Stephanie, Hilary, Paul, Roger, Mike, Graeme
6	Website performance Christina reported over 100 hits on the website with over 40 unique visitors. The most popular pages are the news page and the local engagement page. She will add a reminder re the survey. She asked for new items to go on to keep it fresh. People will only revisit if they find something new when they do.	All
7	Document management system John explained that we need to think about how we can comply with data protection law especially in the light of the impending EUGDPR (General Data Protection Regulation). Christina said we are obliged to ensure that our contractors (i.e. Lemon Gazelle) are complying with the Data Protection Act and are moving towards the EU legislation.	

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| | We discussed where we should store our documents – on the cloud? Christina said we will need to password protect anything on the cloud that contains personal data. She recommends that we shouldn't store documents on our own machines. Mike wondered if the website could have a members' area accessible only by the Steering Group. Christina will investigate. | Action
Christina |
| | John asked if she could produce a simple guide to data protection for us. As she has already produced something for the Parish Council, she will circulate that to us. She will also circulate a consent form for us. We need to actively consent to allowing our data to be used. | Christina |
| 8 | Housing Needs Survey
John has circulated a paper from Wiltshire Council describing the HNS process for working with the Council. He has since been in contact with Julie Newitt, Principal Development Officer for Housing. We have a choice of dates when the survey can be run – in February and in March. We decided to go for the March dates to give a bit of a break - Survey to start w/c 5th March and close on 11th April. He reminded us that we don't have to do the needs survey but most NP groups do and it provides useful information for the NP. It doesn't cost us anything as it is run by the council. He has also asked Wiltshire Council about the SHLAA (Strategic Housing Land Availability Assessment – this allocates bits of land for development but he can't find any for SSQ. | John |
| 9 | Progress update | |
| 9.1 | Graeme reported no change since 2 months ago. All is on track. He can't see any issues coming up to cause slippage. | |
| 10 | Next steps | |
| 10.1 | Reminders about survey. Housing Needs Survey. Grant application. | |
| 11 | AOB | |
| | None | |
| 12 | Meeting Dates – all 7.30pm at Long Barn | |
| 12.1 | 12 February | |
| 12.2 | 12 March | |
| 12.3 | 9 April | |