

MINUTES OF THE MEETING OF STANTON ST QUINTIN NEIGHBOURHOOD PLAN
STEERING GROUP HELD ON MONDAY 12TH MARCH 2018 AT LONG BARN

Present: John Seale (Chairman), Paul Craven (Vice-Chairman),
Graham Pattison, Gil Schwenk, Roger Starling, Elspeth Schwenk, Emma Walker,
Christina Smith

| MP | | Action |
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| 1/ | Apologies Rosalind Brown, Stephanie Fenton, Mike Smith, Hilary Greene | |
| 2/ | Minutes and Actions from 12th February 2018 – agreed and adopted. <u>Matters Arising</u> <ul style="list-style-type: none"> • Info re document hierarchy to be circulated. • Demographic info obtained and circulated – based on 2011 Census; analysis of survey returns in due course will supplement this data. | JS |
| 3/ | Treasurer’s Report No income or expenditure since last report. JS monitoring timetable for submission of next tranche of grant funding; application to be submitted as soon as possible. | JS |
| 4/ | Review NP Website performance and feedback Website activity quiet over the last four weeks – 140 visits since going live; 5 (unique) in the last week. Following receipt of feedback from community, info on website re the “Housing Needs Survey” to be updated - to encourage completion and return, based on demonstration of an auditable link between data collected and the Neighbourhood Development Plan. “Nextdoor” to be used to signpost the NP website. | CS |
| 5/ | Review LG Revised Quote and Changes to NP Schedule/Plan Following receipt of revised quote, JS and PC will meet with LG to clarify quotation/enable identification of stages of the NP process which can be carried out by the Steering Group – and delegation of tasks to LG as part of a collaborative working process. | JS/PC |
| 6/ | Review feedback from LG “Monkey” survey and initiate action. Initial analysis prepared by LG – received and circulated - higher level feedback awaited. JS confirmed documentation relating to the SSQ NP process is shared with the Wiltshire Council Case Officer. | |
| 7/ | SSQ Green Space activity GP and CS to lead on identification of green spaces. Survey data revealed protection of the rural character of SSQ is a high priority. | GP/CS |
| 8/ | Data Protection – item held until next meeting (to allow feedback from PC Clerk following attendance on a training course). | |
| 9/ | Document Management | |

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| | JS/HG to hold definitive documents on flash drives. Steering Group to respond to CS on GDPR/document management protocols/recommendations. | JS/HG |
| 10/ | SSQ Housing Needs Survey Distributed to all households – results will be analysed by Wilts Council and fed back to the Group by the end of April. | |
| 11/ | Progress Update Against Plan JS and GP to meet on 15 th March to review. | JS/GP |
| 12/ | Correspondence HG has responded to an approach received from a developer. | |
| 13/ | Next Steps <ul style="list-style-type: none"> • Project Plan review meeting • Meeting with Lemon Gazelle • Grant application • Identification of Green Spaces | JS and GP JS and PC JS/RS GP/CS |
| 14/ | AOB | |
| 15/ | Date of next meeting – Monday 16th April | |