

# **Minutes for meeting of Staverton Neighbourhood Development Committee**

**held at the Village Hall, Croft Lane, Staverton**

**on August 15<sup>th</sup> 2017 at 7:15pm**

Present: John Golding (JFG), Ian Weaver (IW), Tony Glover (TG), Karen Edwards (KE), Vanessa Lee (VL), John Vale (JV).

Apologies: Jo Gilford, Jay Holliday

In the absence of the Chair, JG proposed John Vale as Chair, seconded by KE , all in favour.

VL to take minutes.

## **1 Governance**

1.1 No interests declared.

## **2 Minutes**

2.1 Approval of minutes of the meeting held on 3<sup>rd</sup> August - deferred due to a number of amendments that needed further scrutiny. Proposed by IW, seconded by JV, approved 4:1.

## **3 Matters Arising**

3.1 Training in Code of conduct and Standing Orders – deferred

3.2 Amended TOR has been circulated to all members of SNDPWG

3.3 One email received that has been circulated to all committee members, response of thanks for comments sent. KE made us aware of a parishioner that has sent his comments to the Parish website, TG to speak to person personally and KE/TG to check website for any further correspondence from the village

## **4 Business Arising**

### **4.1 Site update**

4.2.1 By the school – revised plan received , issues arising - number/ layout/access/sewer/parking.

4.2.2 Silverbirch – No amendment to original proposal - dialogue requested.

4.2.3 Braunston Lane – email received - draft plan for 6 homes to follow in the near future

4.2.4 The Croft – no further dialogue

4.2.5 The Beeches – email to inform committee that they are in contact with highways department on road access to site

## **4.2 Documents for adoption**

4.3.1 Consultation Statement – on going document

4.3.2 Parish Questionnaire Statement – adopted previously

4.3.3 Housing Needs Survey – adopted previously

4.3.4 Housing Needs Statement – KE is working on a piece to describe how the initial figures were derived which will be delivered in August

4.3.5 Site Assessment Statement & Site Proposals Map- deferred, to be reviewed and revised. TG proposed the existing document needs work to it through a workshop post 12<sup>th</sup> September. VL seconded, carried 4:1

4.3.6 Village Confines Statement – Minor amendments to be added to existing document. JFG proposed the adoption of document with amendments, seconded by TG, carried - all in favour.

4.3.7 Village Views Statement – 2 photographs to be changed (viaduct and Clump), all amendments have been included. Arrow map to be revised accordingly.

## **4.4 Staverton Neighbourhood Development Plan**

Tasks from meeting with DDC following their comments of the SNDP

Comments 2/3/4/9/10/11/12/13/14/15/16/17 - amendments completed

Comment 1 – awaiting DDC wording

Comment 5 – awaiting DDC wording

Comment 6 – photos to be inserted and table amended to DDC's format justifying views – refer to 4.3.7

Comment 8 – one proposals map to be produced –awaiting inclusion of sites

## **4.5 Consultants**

4.5.1/2/3/4/5

TG to consult with J Gilford as to the specific services required of consultants to estimate cost.

TG proposed that the Sites Assessment Draft doc be sent to AECOM for assurance that method being used is robust. JFG seconded, all in favour - carried.

## **5 Correspondence**

Dealt with in 3.3

**6 Parish Magazine – October edition - Deferred**

**8 Finance**

8.1 Final Costings report

8.2 Submission of grant – forms partly completed. Awaiting costings from Consultants. TG to contact J Gilford.

Quotation for a Traffic Survey at a cost of £240 + VAT per station had been received. JV proposed inclusion in the Grant application, IW seconded the proposal . Carried, all in favour

**9 Project Plan /Action JFG to circulate to all**

**10 Meeting Schedule**

**Workshops:-** 17<sup>th</sup> August at VL starting 7:30pm

22<sup>nd</sup> August – Village Hall

24<sup>th</sup> August - Village Hall

31<sup>st</sup> August – to be announced

**Meetings:-** 29<sup>th</sup> August – Village Hall

7<sup>th</sup> September – Village Hall

12<sup>Th</sup> September – Village Hall