

## **Staverton Planning Development Working Group Meeting**

**held on 17<sup>th</sup> Aug 2015 at 7pm**

### **Present**

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Yana Andrews (YA)

Karen Edwards (KE)

Tony Glover (TG)

Jay Holidays (JH)

Anna Manning (AM)

Deb Scott (DS)

### **Apologies:**

Tracey Whitehead (TW)

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### **Update on Actions from last meeting:-**

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**KE** reported she had amended the plan document and sent it to all of the group.

**KE** reported that Geoff Edwards felt that the Project Planning Tool is not suitable for use by us, as it is designed for much larger projects. **GE** suggested that a spreadsheet would be far more appropriate. **DS** volunteered to develop this and include timings.

**TG** reported that he had accomplished the following actions:-

1 Gained the Parish Council's authority for us to proceed.

1 Gained agreement that the Parish Council will make payments on behalf of the group for any reasonable costs incurred. This will be administered by the Parish Council Clerk who will put appropriate procedures in place for approving expenditure and making payments.

1 Gained the Parish Council's agreement that working group members will be covered under the Parish Council's Public Liability Insurance

1 Gained the Parish Council's agreement to the remit of the working group

### **Questionnaire**

Feedback from the group was given on the draft. **AM** will incorporate updates into the final version.

**AM** will contact DDC to establish figures required under the housing/development section, and to obtain planning maps.

**TG** stated that 1 questionnaire per household should be delivered.

It was agreed that there will be a single questionnaire as opposed to an additional one for business.

**KE** will produce a draft explanatory letter to accompany the questionnaire.

### **Budget**

**AM** had produced a draft Budget Plan, which had been forwarded to **TG**. **TG** reported that he had shown this to Jo Gilford who recommended that a 20% contingency should be added to the total amount i.e. Budget of £2400.

It was agreed that **TG** would complete the application and apply for the grant on behalf of the group. This action is seen as a priority as we do not know if we can claim retrospectively for expenses incurred by the group.

**YE** volunteered to obtain printing quotes.

Aecom funding was discussed and considered to be more appropriate for larger more complex plans.

### **Neighbourhood Development Plans**

**All** to read the plans being circulated.

### **Remaining Agenda points**

Due to time constraints it was agreed to cover the remaining agenda points at subsequent meetings.

### **Date of Next Meeting**

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Date: Tues 25<sup>th</sup> Aug

Time: 7pm

Venue: 5 Church Fields

