

**Notes from the meeting of the
Staverton Neighbourhood Development Plan Working Group**

held on 13th Sept 2016 at 19:00pm

at The Village Hall

Present:

Karen Edwards (KE)
Jo Gilford (JMG)
John Golding (JFG)
Ian Weaver (IW)
John Vale (JV)

Apologies:

Tony Glover (TG)

There being no formal Agenda the following items were discussed and agreed;

It was unanimously agreed by vote that the Information Event planned for Sat 17/09/16 would be deferred until 01/10/16

A slip would be printed and distributed to inform all households of the change as a matter of priority.

JMG agreed to design, facilitate printing of the necessary slips and be reimbursed for the costs incurred. KE to proof read prior to printing.

The distribution of the slips would be done by IW, KE, JFG, JV to all households.

It was considered proper to respond to Grainger`s letter confirming that the information event was for Staverton residents only. JFG agreed to write a simple formal message to confirm the position to them.

Information Event - preparation

A checklist for the Information Event was developed by discussion

1. Room availability
- 2 Refreshments
3. Display material
 - i Maps
 - ii Stats

iii ????

4. Voting slips designed and printed

A checklist for the Information Event - cont

5. Register of attendees/issue of voting slips based on electoral roll

6.i Information leaflets -confirm design

ii printing

iii distribution

7. Hardware

i Projector & cabling

ii Laptop

ii Screen

8. All available group members to attend to assist with

i Registration

ii Voting slip management

iii Responding to questions

iv Etc

Appointment of Chairman.

After due discussion and fully understanding the other roles that she has **JMG** was proposed as chairman by JFG and seconded by KE then confirmed by a unanimous vote. **JMG** kindly accepted the role until further notice.

Any Other Business

JV raised a matter of concern to him regarding site selection, he was re-assured by others that the process was robust.

Date Of The Next Meeting

It was agreed that weekly interim meetings would be required to review progress .

No dates were set

The date of the next meeting will be 20th Sept at 19hrs at the Village Hall.

The meeting ended at 20.40hrs.