

Minutes of the Extraordinary Meeting of Staverton Parish Council

Tuesday 31st October 2017

Staverton Village Hall

Present: Parish Councillors: G Edwards, S Frost (SF), J Gilford (JMG), T Gilford (TWG), T Glover (ToG), J Golding (JFG), M Nightingale (MN), I Weaver (IW),

Clerk – S Porter and 6 members of the public

GOVERNANCE

1.1 JMG read out her resignation from the Chairman’s position within the PC. ToG took the Chair for the meeting. An election for Chairman will be held at the PC Meeting on Tuesday 7th November

1.2 Apologies received - Nil

1.3 Declaration and nature of interest - Nil

2 OPEN FORUM

2.1 Reports from members of the public – There were questions from the public regarding the consultation event for the Staverton Neighbourhood Development Plan, and whether the “no sites option” will be included. ToG confirmed that the event will take place on 18th November and will be open for all to attend, comments received will only be considered from those within the village, and names and addresses will be required with any views submitted. There will be no voting taking place.

3 MINUTES

3.1 Approval of minutes of the Extraordinary Meeting held on the **18th October 2017** – JFG pointed out what he considered to be a number of serious inaccuracies within these minutes when compared with the recording that was made at that meeting and proposed that the PC abandon the minutes produced and that the Clerk reproduce an accurate set of minutes from the recording made, this was seconded by GE, and with 2 votes in favour (JFG, GE), 3 abstentions (IW, MN, ToG) and 3 votes against (SF, JMG, TWG). This proposal was not carried.

TWG proposed that the minutes are approved as a correct record of the meeting, seconded by SF and with 4 votes in favour (TWG, JMG, SF, MN), 2 abstentions (IW, GE) and 1 against (JFG). The minutes were signed and dated by the Chairman.

4 MATTERS ARISING

4.1 Training in Code of conduct and Standing Orders – There is a NCALC training course planned for Monday 14th May 2018; this discussion will be deferred until the PC meeting on

Tuesday 7th November. JFG asked for the Code of Conduct document to be circulated to all members for information.

4.2 Thank you letter to J Vale – SF proposed that a letter of thanks be produced for J Vale for all his hard work on the SNDP Committee, seconded by MN and all voted in favour, with JFG abstaining. J Vale stated that there is no need as he was only working for the good of the village, and a letter is un-necessary.

5 BUSINESS

5.1 AECOM Consultants – Technical Consultants – This will be deferred until the workshop has taken place.

5.1.1 Site Assessment Report

5.1.2 Site Assessment Statement

5.1.3 Health Check of SNDP & Consultation statement

5.1.4 SEA Statement

5.2 Kirkwells Consultants – Project Consultants – The quotation has been received from Kirkwells, which was needed for the grant application. This item will be deferred until the funding application has been determined. JFG advised that Kirkwells have not yet been officially appointed by SPC.

5.2.1 Production of detailed project plan

5.2.2 Delivery of x 2 public consultation events

5.2.3 Production of site specific policies for Braunston Lane & the site next to the School

5.2.4 Preparation (including policies) of draft neighbourhood plan for regulation 14

5.2.5 Delivery of Reg 14 consultation

5.3 Staverton Neighbourhood Development Plan

Tasks from the meeting with DDC following their comments of the SNDP – This item will be deferred until the response has been received from DDC.

Comment 1 - awaiting DDC wording - Policy SC11 will need to be reworded.

Comment 5 - awaiting DDC wording - We have some suggested minor amendments of the village confines based on the work they had undertaken

Comment 6 - photos to be inserted/table amended to DDC's format justifying the views

Comment 8 - one proposals map to be produced

5.4 Consultation Statement – This item will be deferred until after the workshop.

6 CORRESPONDENCE

6.1 Letter from Sam Willoughby (Architects) – A letter has been received advising that their Client would like to handover land to the rear of the Church, stating that no trees would need to be removed and there would be no overdevelopment of the site, which would be of benefit to the village. JFG proposes that the Clerk replies with the same response as before, with a slight amendment to the wording, seconded by TWG and all voted in favour.

7 CONSULTATION

7.1 Parish Newsletter – This will be titled November edition, and made available to those attending the consultation event on the 18th, this will also be distributed to the entire village following the consultation event, with slight amendments to the wording. IW proposed, seconded by MN and with 7 votes in favour and 1 vote against (JFG)

7.2 Parish Flyer – The amendments were agreed and TWG proposed that this is distributed a week before the consultation event to the entire village, seconded by SF and with 7 votes in favour and 1 vote against (JFG)

7.3 Parish Magazine – The article will give details of the consultation event held on the 18th November and advise that the data analysis is underway and the milestone dates for the SNDP. GE proposed that ½ page be booked for the December edition, seconded by SF, and with 7 votes in favour and 1 against (JFG)

8 FINANCE

8.1 Submission of 4th tranche of grant – ToG has submitted the application for the further tranche of finance required. It will be 7/10 days for a decision to be made. JMG will investigate what the implications will be for the grant if the “no sites” option is agreed.

9 PROJECT PLAN/ACTION PLAN/MEETING SCHEDULE

DATE	VENUE	MEETING/ WORKSHOP	TASKS
24 th October	Village Hall	Workshop	Parish Newsletter/Flyer for Consultation event/invites for community groups
26 th October	Village Hall	Workshop	Facilitation of Consultation event – work through Kirkwells email
31 st October	Village Hall	SPC – SNDP meeting	As per agenda
2 nd Nov	Village Hall	Workshop	Sign off of AECOM Report Completion of Site Assessments & Toolkits for adoption at Parish Council meeting

7 th Nov	Village Hall	Parish Council Meeting	As per agenda
9 th Nov	Village Hall	Workshop	<ul style="list-style-type: none"> • Amendment of SNDP as per DDC's comments • Production of material to be displayed at consultation event i.e. Amended plan, vision and objectives • Production of site specific policies
14 th Nov	Village Hall	SPC – SNDP meeting	As per agenda
16 th Nov	V/H Not Available. Venue to be confirmed	Workshop	Consultation statement
18 th Nov	Village Hall	CONSULTATION EVENT	
21 st Nov	Village Hall	Workshop	Feedback from consultation event
23 rd Nov	Village Hall	Workshop	
28 th Nov	Village Hall	Workshop	
5 th Dec	Village Hall	Parish Council meeting	As per agenda

Meeting Closed: 9pm