

Minutes of the Meeting of Staverton Neighbourhood Development Plan Committee

Thursday 22nd September 2016 at Staverton Village Hall

Present: R Frost (RF), J Gilford (JMG), T Glover (ToG), J Vale (JV), I Weaver (IW),

Clerk – S Porter, Members of the public – Nil

1 CHAIRMAN’S ANNOUNCEMENTS

1.1 Apologies received – K Edwards (KE), J Golding (JFG), J Holliday

1.2 Subsequent announcements – Nil

2 GOVERNANCE

2.1 Declaration and nature of interest – The Register of Members Interest form will be completed by all, which will be amended by the Clerk, to suit the requirements of the SNDP.

2.2 Consideration of dispensation requests received – There will be a dispensation request submitted to the Parish Council for all the Parish Council members on the committee.

3 APPROVE MINUTES of the Meeting held on the **13th September 2016** – It was agreed by all that these were a true and correct record.

4 MATTERS ARISING

4.1 Slip to be printed and distributed to all households advising of cancellation of the consultation event on the 17th September 2016 – This has been completed.

4.2 Response to be sent to developer letter (Grainger) advising the same message that had been sent to all previous developers – This has been sent.

5 BUSINESS ARISING

5.1 Consultation event **1st October 2016**

Ref	Task	Responsible person	Status
5.2	Village Hall availability checked	KE	Completed
5.3	Refreshments facilitated	JH	Arranged
5.4	Presentation format produced	JMG	Completed
5.5	Sites agreed	All	Completed
It was agreed by all the 3 sites that will be included in the consultation.			
5.6	Leaflet produced for promotion of event	ToG	Approved
ToG has produced the leaflet which will be distributed to all properties in the Parish. 220 will be printed.			
5.7	Date for leaflet drop agreed	All	Approved

The leaflets will be distributed the weekend of 24/25 September.			
5.8	Assignment of leaflet delivery lists	All	Designated
Each committee member was allocated roads and properties to deliver and these will be confirmed in an e-mail from ToG.			
5.9	Voting procedure agreed	All	Agreed
The voting slip will be given out, 1 per person. There will be one cross required on each slip.			
5.10	Production of voting slips	ToG	Agreed
5.11	Electoral roll list produced	JH	Arranged
5.12	Display material produced	ToG	Approved
5.13	<ul style="list-style-type: none"> Maps Questionnaire analysis 	JMG	
5.14	Display equipment facilitated	ToG	Arranged
	<ul style="list-style-type: none"> Projector & cabling Laptop Screen Display boards 	ToG	
		ToG	
		ToG	

6 PRODUCTION OF STATUTORY DOCUMENTS

6.1 Development Plan – Defer to the next meeting

Ref	Task	Responsible person	Status
6.1.1	Foreword	JMG	Completed
6.1.2	Introduction & Background	KE	
6.1.3	Process summary	KE	
6.1.4	Vision & Goals	ToG	
6.1.5	Staverton our village	JG	
6.1.6	National and local context	RF	
6.1.7	Neighbourhood Plan	All	
6.1.8	Community policies	JMG	
6.1.9	Environment Policies	JMG	
6.1.10	Design Statement	JG	
6.1.11	Conservation Area	JH	
6.1.12	Development Plan	IW	

6.2 Consultation Statement – Defer to the next meeting

Ref	Task	Responsible person	Status
6.2.1	Introduction	JG	
6.2.2	Background information and timeline	ToG	
6.2.3	Working Group	ToG	

6.2.4	Questionnaire	JMG	Completed
6.2.5	Questionnaire Results	JMG	Completed
6.2.6	First draft plan		
6.2.7	Draft Plan		
6.2.8	Pre-submission plan		
6.2.9	Ongoing review		

7. It has been agreed that JFG will produce the toolkit for the sites.

8. **DATE OF FUTURE MEETINGS** **Tuesday 27th September 2016**

Saturday 1st October 2016

Thursday 6th October 2016

Tuesday 18th October 2016

Thursday 3rd November 2016

Tuesday 15th November 2016

Tuesday 29th November 2016

Tuesday 13th December 2016

Meeting Closed: 8:50pm