

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

held on Tuesday 27th Sept 2016 at 19:00pm

at The Village Hall

Present:

Apologies:

Karen Edwards	(KE)	John Golding	(JFG)
Jo Gilford	(JMG)	Rupert Frost	(RF)
Ian Weaver	(IW)		
John Vale	(JV)		
Tony Glover	(TG)		
Jay Holliday	(JH)		

Declaration of Interests

A discussion took place regarding what constituted an interest, both personal and prejudicial. It was decided to modify the declaration form and send it to all group members to complete.

Dispensation request

Parish Clerk to file a dispensation request regarding the Staverton Neighbourhood Development Plan committee at the October meeting of the Staverton Parish Council.

Minutes from meeting held 22nd September 2016

Unanimously agreed that the minutes represent a full and accurate record of the previous meeting.

Information Event – preparation

JH has purchased necessary refreshments and will bake items for the event. As **JH** is unable to attend the event, these items to be delivered to **IW** the day before. All available members are requested to help set up for the event at the village hall on Friday 30th September at 18.00.

Voting procedure

300 voting slips to be produced. Four tables will be set up across the village hall entrance to ensure that all attendees are registered parishioners. 4 members will greet the residents and mark their name off on the lists provided. Each eligible resident (listed on the electoral role) will be issued with a voting slip. **JMG** to provide a voting box. Residents may vote on the Saturday or alternatively on the following Thursday evening. All votes to be counted and

recorded by as many group members as possible prior to leaving the building. **KE** enquired how we should handle Proxy and Postal votes. It was decided that we would accept email submissions and the procedure for this would be added to the Parish website once the event had taken place.

Alteration to Village Confines Map

It was confirmed that the smaller sites, which are not being voted upon, should be included / added to the village confines map once a decision has been made regarding the larger sites.

Printing

JMG to forward all printing requirements (11 max) to **TG** so that he can take these, along with the potential site maps, to the printers ASAP.

Two copies of everything to be printed onto A1 sheets for display on the boards (identical info on each side of the hall).

Any Other Business

JH produced copies of the Conservation Section and passed a hard copy on to **JMG**. **TG** handed hard copies of the Working Group History, NDP timeline and Goals & Objectives sheets to **JMG**. Digital copies to be sent also. **TG** to keep hold of the original questionnaires in a safe place until further notice. **JMG** to forward control documents to all members. Members to keep these control docs up to date.

Date Of Next Meeting

All available members are requested to attend the Information Event this Sat 1st October 2016 at 10.30 please.

IW sends his apologies for the meeting on Thursday 6th Oct.

JH sends her apologies for meetings 1st and 6th Oct.

The meeting ended at 20.50hrs.