

Notes from the meeting of the
Staverton Neighbourhood Development Plan Working Group
held on 16th Aug 2016 at 19:00pm
at 16 Home Close

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Present:

Karen Edwards

(KE)

Rupert Frost

(RF)

Jo Gilford

(JMG)

John Golding

(JFG)

Jay Holliday

(JH)

Ian Weaver

(IW)

Apologies:

Tony Glover (TG)

Guests:

John Vale (JV)

John Vale was welcomed as a guest. He attended this meeting to get a feel for the work that the group is undertaking, and with a view to joining the group.

Matters arising deferred to next meeting

It was agreed that these items will be discussed at the next meeting, to be held on 30th Aug 2016.

Sign off format for policies

JMG explained the rationale for the proposed format, and sought feedback from the group.

JV suggested that it may be useful to include a paragraph on how the goals and objectives had been established. The group agreed that this should be included in the document.

It was agreed that the word 'protected' should be removed from the 1st line, under the Introduction section of the document, as not all assets are under the control of the community e.g. the public house.

JMG will amend the document accordingly.

The group signed off the format, subject to the above revisions.

JMG will draft some policies (as per the presentation) using the agreed format, and will present these to the group for discussion and agreement at the September meeting.

Assignment of sections of draft SNDP document for completion

Sections of the document were assigned as follows:-

Front Page - **JFG**

Section 1 - Introduction and Background - **KE**

Section 2 - Process Summary - **KE**

Section 3 - Vision Goals and Objectives - **TG**

Section 4 - Staverton - Our Village - **JFG**

Section 5 - National & Local context - **RF**

Section 6 - Neighbourhood Plan - **ALL** (leave until the end)

Section 7 - Community Policies - **JMG**

Section 8 - Environment Policies - **JMG**

Section 9 - Design Statement - **JFG**

Section 10 - Conservation Area - **JH**

Section 11 - Our Village - our future - **IW**

Section 12 - Appendices - **ALL**

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Section 4 - Staverton Our Village

JFG sought clarification on the suggestions to add some information regarding more recent building within the village, and information on Staverton today. KE will produce a draft for recent building, for discussion at the next meeting.

JMG stated that it is important to have a 'golden thread' through all our documents re-enforcing certain themes e.g. cohesion, integration, village character. All documents must also reflect the data derived from the questionnaire.

19:50hrs RF left the meeting at this point, and gave his apologies for the next meeting.

A selection of photographs are required for this document and the Neighbourhood Plan. JV and JH stated that they have some photos that may be appropriate. It was agreed that members that feel they have appropriate photos will bring them to the next meeting.

JMG stated that whilst we still have the summer sun and light nights, it would be useful to have photos taken of the Village. KE said she would ask Geoff Edwards if he would be prepared to undertake this task.

Terms of Reference (TOR)

JFG raised concerns regarding the two TORs put forward for discussion. It was agreed that JFG would draft a TOR for discussion at the next meeting.

AOB

JFG asked whether we have funds to pay the clerk to undertake duties for the group. JH explained the funding application process and that we had not allocated funds to the clerk, as it had not been a consideration when the funding application process was undertaken. She stated that TG has been monitoring the budget, and would know whether this extra expense could be accommodated. JFG will raise the issue with TG at the next meeting.

JV asked if the group had considered Cloud storage and the use of Dropbox. The group do not currently use these. It was agreed that JV would raise this again at the next meeting for further discussion.

JV was invited to join the group, he was pleased to accept the invitation.

Tasks:

KE: Produce notes for this meeting.

Produce draft of recent building in Staverton.

Speak to Geoff Edwards regarding taking photos of the village.

JMG: Amend the Policy format document with feedback received.

Draft policies (as per the presentation) using the agreed format.

Present draft policies to the group for discussion and agreement at the September meeting.

JFG: Produce a draft TOR.

Raise the issue of funding for the Clerk to undertake duties for the group, with TG.

JV: Raise the use of Cloud storage and Dropbox at the next meeting.

ALL: Bring appropriate photos of the Village to the next meeting.

Date Of Next Meeting

The date of the next meeting will be 30th Aug at 19hrs at the Village Hall.

The meeting ended at 20.35hrs.