



Stevington Neighbourhood Working Party

Minutes of meeting held 3rd March 2015

Present: Graeme Read (GR); Andrew Lockwood (AL); Sue Thornton (ST); Roz Buchanan (RB); Linda Penney (LP).

Apologies: Pat Olney (PO)

In attendance: Trevor Roff (TR) representing Regeneration Positive

1. RB circulated summary of Grant spend to date. Outstanding balance will cover work in progress for which invoices will be submitted by the end of March. The initial funding provided by the Parish Council is nearly spent up; GR and RB will request additional funding from the total Parish Council allocation to the Neighbourhood Plan.

Applications can now be made for the next phase of Grants. RB has details of process and TR will advise and assist with preparation for a request for funding to cover .

Action: RB to email TR with relevant information

RB to lodge expression of interest; application needs to be submitted within the following 30 days.

GR and RB to seek approval from Parish Council for TR fees.

2. All Project Planning tasks for February are complete

- The Community Engagement information will be put on the website. **Action: AL**
- It was agreed that all documents should be branded with the windmill logo suggested by AL.
- Strapline was agreed: ' STEVINGTON: valuing our heritage, securing our future'
- Regeneration Positive logo will go at the bottom of documentation
- The same Trebuchet MS 11 font will be used for all documentation to give clear and readable House style.

3. The website is developing; all agrees AL is doing an excellent job. There is now a section on FAQs and a section where residents can register an expression of interest in offering assistance.

Action: AL to discuss implications of Data Protection Act with RB.

Any personal data will not be kept beyond publication of the Neighbourhood Plan.

4. The draft Vision Statement will be used for the Launch event and will be modified in the light of comments received from residents.

The Draft Objectives were discussed and some suggestions made

Action: LP to amend Vision Statement draft and forward to AL to upload on website.

LP and ST to amend Draft Objectives and forward to AL for website.

5. TR circulated a list of key issues to address in preparation for the Launch event. Some possible dates were discussed and residents/village groups who could be approached to assist with the event. It was agreed that Parish Council representation was essential.

Action: LP to check Social Centre availability for Launch

All: email LP by Thursday availability on dates suggested

6. Topic Groups and responsibilities were agreed:

- Housing and Infrastructure: GR and AL
- Environment and Heritage: ST
- Business: LP
- Community: ?

As expressions of interest are received, volunteers will be allocated to relevant groups.

7. All group members will bring outline design for Launch display for their area of responsibility. The most effective ways of getting constructive feedback from residents were discussed: post its, suggestion boxes and an exit survey were all raised.

Action: ST to contact Chelveston about their exit poll.

Date of next meeting: **Monday, 30th March at GR house**

Linda Penney 5/3/15