

# Meeting Minutes



## Minutes of meeting held 3rd November, 2015

**Present:** Graham Read (GR); Andrew Lockwood (AL); Heather Eadie (HE); Mary Morris (MM); Linda Penney (LP).

**Apologies:** Roz Buchanan (RB); Lucy Meakin (LM); Pat Olney (PO).

1. Minutes of meeting of 6th October were approved.

### 2. Matters arising

Based on advice from PO, GR encouraged all members of SNPWG to complete comments form on the BBC Local Plan. This will ensure members are kept updated about progress.

#### **Action: all SNPWG members submit comments on Local Plan to BBC**

BBC want areas to identify and nominated sites suitable for house building. Stevington is in the 10-20 houses band with other similar villages. This has been derived by dividing the total rural housing allocation by the number of villages. PO has suggested comments submitted on Local Plan should propose more consideration of specific situations: rather than a blanket 10-20 houses allocation per village, development should be concentrated in certain areas. For example, Thurleigh want to build more houses than allocation to support the local school and to attract infrastructure development.

The housing allocation covers the period 2012-2032 so houses currently being built in Stevington should count towards our allocation.

### 3. Launch Phase 2 preparation

Wording for the flyers promoting the event on 12<sup>th</sup> and 14<sup>th</sup> November was agreed. A flyer will be delivered to each household as before; emailed to all on circulation list (with opt-out from future emails); distributed on the gate on Fireworks Night; and put on seats at Cinema Club on 11<sup>th</sup> November. MM, GR and Sam Stapleton will hand flyer to Foxbrook residents, who were not well represented at the first Launch event.

#### **Action: AL to print and provide flyers to SNPWG members for delivery as before.**

**All SNPWG members deliver flyers to allocated streets.**

**LP hand out flyers at Fireworks Night and Cinema Club.**

Boards for Launch Phase 2 are organised.

#### **Action: AL deliver Library boards to Village Hall on 12<sup>th</sup> November**

**LP deliver Sue Thornton boards to Village Hall on 12<sup>th</sup> November**

Posters for Launch Phase 2 are being printed. AL and GR have put posters advertising the event around the village. Additional posters will be put up in the Village Hall for Fireworks Night and, with permission, in the Royal George.

#### **Action: LP to collect from Kall Kwik on Thursday, 5<sup>th</sup> November**

**LP put up additional posters**

A banner advertising Launch Phase 2 will be hung on the Village Hall fence (like the Road Race banner). It is hoped this can be a semi-permanent display during the NP process which can be used to galvanise interest and support - eg a reminder to residents to complete the NP questionnaire when issued (December planned). Permission for this is to be requested from the Parish Council.

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All promotional material will have the QR code on it, which will link to the website. Initially, link will be to information but, once the questionnaire is live on Survey Monkey, the link will be switched to take visitors to the questionnaire online.

HE will write a brief article for Stevington News giving an update on progress and encouraging residents to complete the NP questionnaire.

It is hoped SNPWG can sponsor the cover of the next issue, using our artwork on the cover and raising awareness of the importance of the NP. The QR code will be included.

**Action: GR contact Keith & Heather Parkinson to discuss.**

## 4. Launch Phase 2 event

Admin and organisation was checked and agreed and roles allocated. GR ran through programme for the events and his talk to the audience was finalised.

LP, HE & MM will prepare boards on Thursday 12<sup>th</sup> afternoon; boards will be stored in the Hall for Saturday.

All SNPWG will be present at the events; Graham Hart-Ives has again offered to support.

Paul O'Flynn will introduce the events and chair the Q&A session; GR and AL will answer questions from the audience.

The Q&A session will be recorded by Steve Cole and minuted by RB. The recording will be passed to RB to assist with minute preparation.

Refreshments will be bought by MM; MM, HE, and Jane Read will serve refreshments, assisted by LM if possible.

HE will organise balloons at entrance to Village Hall car park and take photographs on the night.

LP will count attendees as they enter the Hall.

All will man display boards and hand out green dots (max 5 per person)

The photo competition will be promoted on the night. Photos can be emailed to website or put in a collection box.

**Action: GR organise box in Community Shop with Sarah Bush**

**LP organise box in Royal George.**

## 5. AOB

The Parish Council would like a response from SNPWG to the BBC Local Plan

**Action: GR and AL to co-ordinate**

**Dates of next meetings, all at GR house:**

**Wednesday, 18<sup>th</sup> November, 7.00pm**

**Wednesday, 9<sup>th</sup> December, 7.00pm**

**Tuesday, 5<sup>th</sup> January, 7.00pm**

**Wednesday, 10<sup>th</sup> February, 7.00pm**

Linda Penney

4<sup>th</sup> November 2015