

Stanwick Neighbourhood Plan Steering Group

**Minutes to the meeting held 13<sup>th</sup> July 2016**

Present        Nick Peck  
                  Sue Kitchener  
                  Bob Bister  
                  Sue Bister  
                  Dave Munday  
                  Mark Partrick  
                  Jenny Hodgson

Note: all actions will be detailed at the end of these minutes.

1. Apologies for absence

Apologies were received from Graham Roberts, Sylvia Glanville-Hughes and Amanda Michel

2. Review actions points from meeting 14<sup>th</sup> June

The action points were reviewed.

3. Transport audit

BB circulated parking data expressed in a chart. He outlined the changes he would make to the transport document.

It was agreed that little value would be added by paying for an independent parking survey as the methodology described was very similar to the one used by volunteers

4. First draft of the Basic Conditions Statement

The first draft was reviewed with wording changes discussed.

5. First draft of the submission version of the Plan

The first draft was reviewed with wording changes discussed.

6. Review draft of the Statement of Community Involvement

The first draft was reviewed with wording changes discussed.

7. Reg. 14 consultation comments

It was noted that the report needed to be finalised before it can be added to the consultation document.

8. Public meeting to be held in September

The arrangements for the meeting were discussed. Nick will deputise for Amanda if she is unable to make the meeting.

It was agreed there should be wide spread publicity. Signage will be needed to guide people into the school hall. The PA system and a projector system will be required.

9. Date of next meeting

Action	Who	By when
Raise issues with Mike Burton <ul style="list-style-type: none"> <li>• Will the NP have more weight of an outside company does the parking survey</li> <li>• Policies in latest format</li> <li>• Basic conditions statement</li> </ul>	JLH	
Refer draft plan and policies to ENC conservation officer	JLH	
Commission a banner to advertise the public event	JLH	
Write press releases for public meeting	JLH	