



MINUTES OF 9th STEERING GROUP PLANNING MEETING

19th December 2016, 7.00 – 8.40pm

Version : DRAFT 2

Attendees : Pam Berridge (PB) chair, Penny Hockley (PH), David Jenkins (DJ), Bjorn Watson (BW)
Les M Smith (LMS), Maggie M Smith (MMS), Vic Clements (VC), Julia Jones - notes (JJ)

1. **Apologies for Absence**

Lindsay Skelt (LS)

2. **Approve minutes of previous meeting.**

The minutes were approved as a true record of the meeting.

3. **Matters Arising from previous minutes.**

Not meeting to discuss Commercial Activity and Community Life until next year.

4. **Feedback from December Parish Council Meeting**

Proposal for Housing Needs Survey was not approved and the PC required a full review of Project Plan and Budget. Proposal was made by PC that SG could produce their own Survey. SG decided that it would be impractical to undertake the survey themselves. After some discussion it was agreed that the matter would be referred back to the PC in January with supporting information. PB will report back monthly to the PC either in person or a written report emailed to councillors. JJ email a reminder to PB to write monthly a concise paragraph about NP progress .This is to be sent to Parish Clerk to distribute to councillors.

5. **Update and Review of Project Plan**

Project Plan would be updated and major changes to include delay by two months of Housing Survey.

6. **Feedback from VoWH**

Contained in email from Claire Roberts at the Vale to PB forwarded to SG

7. **Budget**

SG agreed that PB to email Budget and Project Plan to Claire Roberts at the Vale.
Following the meeting notice was received that these funds had been granted.

8. **SEA Screening Opinion Questionnaire**

VC proposed that at this time the NP would consider no other sites but strategic ones.

9. **Provisional Planning of Design Day**

VC has matter in hand and will delegate to SG.
Design Day to take place on 22nd February.

10. **Consideration of Parking Survey**

Go back to PC for more information and possibly prepared to assist.

11 **Confirmation of questions and arrangements for Housing Needs Survey**

Postponed waiting upon decision from PC.

12 **Update on data sharing**

LMS provided a brief update on project data sharing.

13. **Planning of future meetings**

Monday 16th January 7.00 in PC office
Tuesday 31st January 7.00 in PC office

Action	By whom	By when	Status
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SHRIVENHAM NEIGHBOURHOOD PLAN (NP) STEERING GROUP



Meeting to discuss strategy for Commercial Activity	PB/DJ		
Meeting to discuss strategy for Community Life	PB MMS DJ		
Identification of all expenditure to date	BW	14/12/16	Complete
Trend analysis of previous surveys	LMS	1/12/16	
Draft Project Plan	PB	1/12/16	complete
Evalute use of Survey Monkey.	LMS	16/12/17	