



## MINUTES OF 12<sup>th</sup> STEERING GROUP PLANNING MEETING

9<sup>th</sup> February 2017 7.00-9.00

Version : DRAFT 1

**Attendees** : Pam Berridge ( PB) chair, David Jenkins (DJ), Maggie M Smith (MMS), Les M Smith (LMS), Lindsay Skelt (LS), Julia Jones (JJ) Penny Hockley (PH).

### 1. Apologies for Absence

Vic Clements (VC) Bjorn Watson (BW)

### 2. To approve minutes of the Steering Group (SG) meeting held on 16<sup>th</sup> January.

Minutes from 16<sup>th</sup> January were approved.

### 3. To approve minutes of the Steering Group (SG) meeting held on 31<sup>st</sup> January.

Minutes from 31<sup>st</sup> January were approved.

### 4. Matters arising from previous minutes.

4.1 Update on Dropbox PB to invite SG members to join Dropbox.

4.2 Based on returns of Housing Survey discussion with the owners of the school site may be required (PB).

### 5. Allocate and confirm new date for “Design Day”

Saturday 25<sup>th</sup> March 1000 to 1300 in the Vic Day Hall (JJ).

### 6. Update of plans for “Design Day” and allocation of work

6.1 LS met developers in the village. Maple Grove and Blue Cedar supplied illustrated pamphlets.



6.2 Linden Homes unwilling to provide further information.

6.3 PH to contact Welbeck.

6.4 PB agreed to review current/best practice in Shrivenham/Watchfield and propose policies for future developments eg to improve/revise aspects such as appearance, on-street parking &c.

6.5 LMS and LS to co-ordinate pictures and any raw materials to use on “Design Day”.

6.6 LS to email copies of documents on “Design Day” and “Settlement Assessment” proforma to SG.

## **7. Commercial Activity Strategy**

7.1 Agreement that questions should be concise and to have them as a prompt sheet and not a questionnaire.

PB clean up the additional lines.

7.2 Update and complete list of respondents (DJ)

7.3 Use Survey Monkey for sole traders (DJ, LMS).

7.4 Allocation of further work (DJ)

## **8. Future meetings/events (2017)**

7<sup>th</sup> March 1900 to 2100 PC office

14<sup>th</sup> March 1900 to 2100 PC office

25<sup>th</sup> March “Design Day” 1000 to 1300, Vic Day Hall

## **9. AOB**

LS to go around builders in Swindon to collect brochures and bring to LMS to copy and print for display purposes on “Design Day”.