



MINUTES OF 20th STEERING GROUP (SG) PLANNING MEETING

30th October 2017, 7.00 to 8.30

Version : DRAFT 1

Attendees : Pam Berridge (PB) chair, Penny Hockley (PH), David Jenkins (DJ), Sarah Day (SD), Les M Smith (LMS), Julia Jones - notes (JJ)

1. Apologies for Absence

Maggie M Smith (MMS), Lindsey Skelt (LS), Bjorn Watson (BW) Vic Clements (VC)

2. Approve minutes of meeting held on 30th November

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

3. Matters Arising from previous minutes.

PB to seek advice from Will Sparling at the Vale about use of hyperlink when referring to documents in Neighbourhood Plan. **ACTION PB** Deferred

Impact of Defence Academy on Shrivenham.

SD to contact Elaine Ware (EW) re input of Defence Academy in Shrivenham. **ACTION SD**

PEST

This has been completed and printed off.

4. Feedback on Progress to date.

PB reported that a chronological story of what we had done to date has been completed.

JJ to supply missing dates needed from previous meeting's minutes.

ACTION JJ

5. Consideration of type size and font.

After a brief discussion it was decided to use 12pt Arial . .

6. SWOT Brainstorming

SG completed SWOT analysis .

7. Collation of Diary Events for Appendix

LMS has provided PB with a USB stick which has minutes from when first SG was set up in 2015.

JJ to supply for the appendices a chronological list of all present NP activity to include meetings, work groups and engagements with the public. **ACTION JJ**

8. Consideration of vital photographs for i) Cover and ii) text to date.

It was decided that an aerial picture of Shrivenham to include if possible Church, Memorial Hall, School Stocks for the cover. LMS to forward photos to JJ who would forward to SG committee for consideration.

SD volunteered that her son Cavan could make a montage for the cover.

ACTION SD

Other photographs would be needed for the text.

LMS to contact SPS (Shrivenham Photographic Society) to ask if they might like to provide photos of the Church, Stocks, School and Memorial Hall or any other pic that would be representative of Shrivenham to illustrate the Neighbourhood Plan. **ACTION LMS**

9. Next Meeting

Monday 13th November 7.00pm Parish Council Office.

10 AOB

JJ to email clerk with an up to date cost of printing undertaken in office by SG in PC.

ACTION JJ

SHRIVENHAM NEIGHBOURHOOD PLAN (NP) STEERING GROUP



DJ volunteered to write a short paragraph about progress of NP for next PC meeting on 6th November.
This was to be sent to JJ .

ACTION JJ