SWINFORD PARISH COUNCIL

Minutes of Neighbourhood Plan Steering Group meeting 04 01 2016

Members present: T Briars (TB)  D Steele (DS) J Robson (JR) B Clapham (BC)
M Wright (MW) G Mold (GM) L Osborne (LO)

G Kirk
Clerk J Throop (JT)

1. Apologies
   A Hannant A Jones

2. Other attendees
   I Moule

3. Declaration of interest
   None

4. To agree the minutes of the last meeting 26th November 2015
   Resolved: To accept and sign as a true record

5. Matters arising from the minutes
   Resolved: That the analysis of the questionnaire to be added to item 7 of the agenda.
   To note that JT had been in contact with Richard Mugglestone re Midlands Rural
   Housing Survey and he is happy to postpone this survey until the end of February/
   beginning of March

6. Revised Governance Advice Paper
   Resolved: To defer this item until the next meeting. TB to ask the PC to defer
   discussion/ratification of the Terms of Reference for the SG, which is on the PC
   agenda for the meeting 5th January, until she has had a chance to compare them with
   the ones suggested by GK

7. Programme Review
   Resolved: GK gave a review of the programme which was noted. Stakeholder letters
   to be sent out once Open Event date finalized. Theme groups to be formed after
   Open Event

8. Questionnaire
   Resolved: Questionnaires have been printed and distributed to SG members for
   delivery. Analysis of responses from the questionnaires to be done by the SG with a
   sample being audited by an independent body. GM to produce a spreadsheet and
   forward to all members for the data to be inputted and sent to BC by February 7th for
   him to collate and bring to the next meeting on February 15th where it will be
   discussed.
9. Open Event
   **Resolved:** To hold the Open Event Wednesday March 9th 3.00pm to 8.00pm at Swinford Village Hall. GK to produce display materials. JR to write leaflet which JT will print and arrange distribution around the village two weeks before. Also posters to be placed around the village advertising the event. To offer refreshments – JT to organise.

10. *YourLocale* Invoice
    **Resolved:** Approved for the PC to ratify payment

11. Clintplan Invoice
    **Resolved:** Approved for the PC to ratify payment

12. Any other business
    **Resolved:** None

13. Date and time of next meeting
    **Resolved:** Monday February 15th 7.30pm Swinford Village Hall

    The meeting closed at 8.51pm