



Minutes of the Working Party

Date of Meeting: 18th October, 2017

Venue: Silverstone CE Primary School

Name	Initials	Present - P Apologies - A Absent - AB	Name	Initials	Present - P Apologies - A Absent - AB
Nick Ashby	NA	A	Phil Dunne	PD	AB
Chris Bird	CB	AB	Noel Hopper	NH	A
Simon Bown	SB	A	James Laband	JL	P
Robert Brightman	RPB	P	Carol Mason	CM	AB
Charles Challinger	CC	P	Carol Tosh	CLT	P
			John Rudland	JR	P

Chair	Clerk	Quorum - one third of total membership (ie 4)
Robert Brightman	Carol Tosh	Quorate - 5

Item	Comments	ACTION by
1	Welcome and apologies for absence	
	Received and as noted above. One member of the public was welcomed to the meeting. CC was to send MW (Martin Williams) the necessary paperwork.	CC
2	Secretary/Clerk	
	CT agreed to take the notes of the meeting.	
3	Minutes of the Previous Meeting	

Item	Comments	ACTION by
	Minutes of the meeting held on 18th September were approved. CT would forward to JL for inclusion on the PC website and CT would add them to 'Final' in Dropbox	CT/JL
4	Matters Arising	
	<p>CC to create Powerpoint presentation using the text agreed and in Dropbox plus photos supplied on memory stick by JR. Include short film from Locality - JL to forward to CC.</p> <p>The group took time to brief the new member, MW.</p> <p>No report received around the inclusion of Sponne Pupils to assist with Ecology Survey.</p> <p>RPB to contact Landscape Architects now that the Parish-wide photographic survey has been completed.</p> <p>Write up of exhibition needed for News and Views by mid-November.</p> <p>Volunteer needed.</p>	<p>CC/JR</p> <p>JL</p> <p>NH</p> <p>RPB ALL</p>
5	Public Consultation Event - 28th October to 4th November	

Item	Comments	ACTION by
	<p>The main focus of the evening was to agree and arrange the exhibition. To be held in SRA and to be manned during the following times when a questionnaire will be available. These will be handed out by WP members manning the exhibition, on request, and will be numbered to ensure validity. Set up arranged for Saturday morning (28th)</p> <p>Sat. 28th and Sun. 29th October - 2-5pm Mon. 30th to Friday 3rd November - 6-8pm Sat. 4th November - 10-3pm Rota for manning the exhibition to be arranged by CT.</p> <p>NA to confirm that banners have been ordered and will be in position ASAP.</p> <p>CT to insert advertising on Silverstone Community Facebook page with dates and times.</p> <p><u>Display Boards</u> JR to arrange for his photo boards plus to investigate availability from Sue Carverhill at SNC. Velcro dots to be used for installation. CC to supply TV and stand and to investigate lighting if necessary on day 1.</p> <p>CT to edit boards to have numbers not letter e.g. Board One = 1 JR to locate 'Call for Sites' map for display. CC to supply the finished edit of Powerpoint to JL for PC website and to NA for Neighbourhood Plan website.</p> <p><u>Questionnaire</u> Those present agreed with the format and wording of the circulated questionnaire. CT would purchase sequentially numbered stickers to make each Q. unique.</p>	<p>ALL</p> <p>CT</p> <p>CT</p> <p>JR JR</p> <p>CC</p> <p>CT JR CC/JL/ NA</p> <p>CT</p>
6	Ecology Survey and Workshop	
	<p>Taking place on 26th and 27th October 10-5pm each day. Day 1 will be inside learning about the methodology and legal/planning issues. Day 2 will include field work. One evening will be needed for a bat survey. Names put forward so far are JL, JR, RPB, PB, NH, Steve Collis and Phil Scull. Meeting place to be agreed by RPB and JL.</p>	ALL
7	Archaeology Survey	
	<p>RPB will complete this over the winter months since this is mostly desk and interview based.</p>	RPB
8	Kirkwells	

Item	Comments	ACTION by
	RPB has been in touch with MW from Kirkwells and has agreed to send him a selection of documents produced by the WP to date. Intention is to invite MW to revisit the group after the public consultation.	RPB
9	SNC Liaison	
	CT agreed to follow up on earlier emails with Andy D'Arcy regarding a meeting. A D'A wanted to wait until the new NP member of staff was in place and agree a date to meet then.	CT
	The meeting closed at 9.35pm	

Formal Meetings	
Monday, 20th November, 2017	Silverstone CE Primary School, Towcester Road
Monday, 18th December 2017	Silverstone CE Primary School, Towcester Road
Informal Meetings - not minuted	
Thursday, 2nd November, 2017	SRA Committee Room
Thursday, 7th December, 2017	SRA Committee Room