



Minutes of the Working Party

Date of Meeting: 19th March, 2018

Venue: Silverstone CE Primary School

Name	Initials	Present - P Apologies - A Absent - AB	Name	Initials	Present - P Apologies - A Absent - AB
Nick Ashby	NA	P	James Laband	JL	A
Simon Bown	SB	Resigned	Carol Mason	CM	A
Robert Brightman	RPB	P	Carol Tosh	CT	P
Charles Challinger	CC	A	John Rudland	JR	P
Robert Farmer	RF	A	Martin Williams	MW	P
Noel Hopper	NH	A			

Chair	Clerk	Quorum - one third of total membership (i.e. 4)
Robert Brightman	Carol Tosh	Quorate – 5 present

Item	Comments	ACTION by
1	Welcome and apologies for absence	
	Received and as noted above.	
2	Secretary/Clerk	
	CT agreed to take the notes of the meeting.	

Item	Comments	ACTION by
3	Declaration of Interests There were no Declarations of Interest.	
4	Minutes of the meeting 15th January 2018	
5	Minutes of the meeting held on 19 th February were approved. CT would forward to JL/JR for inclusion on the PC website and CT would add them to 'Final' in Dropbox Matters Arising NA had tested the email facility of the Neighbourhood Plan website and it appeared to be working. All other matters to be covered elsewhere in this meeting.	CT/JL
6	Landscape (PT 2 Analysis) and Ecology RPB had been working hard on the analysis of trees and hedgerows including TPOs. The ecology team could now work to classify hedgerows and begin to build up the ecological survey of the Parish. This would then begin to show commuting routes for wildlife. Bats, Great Crested Newts and Dormice are important to note as is the 'joining up' and preservation of wildlife corridors. Detailed work will need the permission of landowners to capture the 'whole' picture. JR will forward to NA the latest drawing for inclusion in Dropbox. MW agreed to investigate building a 3D model and CT agreed to mention this to the Year 6 teacher at the school.	JR/NA MW/CT
7	Budget CT took the group through the expected conclusions to our Grant funding with Locality/Groundwork which comes to an end on 31 st March. Our initial grant was £8960. Currently we have spent £4363.02 and have an expected invoice of £3500 (Kirkwells) and £29.48 (sundries). These are all ex VAT as requested by Locality. This makes a grand total of £7892.50. We will have to return the balance to Locality/Groundwork but can make a further claim for the balance in order to finish our plan. New regulations are in place from 1 st April. We qualify for an additional grant (up to £8000) and for technical support. Due to the sabbatical over the months of April and May, CT will check with Locality if we can apply in June for the	CT/LP CT

Item	Comments	ACTION by
	<p>further grant/technical support. JR to acquire AutoCAD file of contours from EG at SNC.</p> <p>NA agreed to follow up the facilities at Force India to see if they can assist us in model making.</p>	NA
8	<p>GSA (Sustainability exercise) Update</p> <p>There have been 5 Focus group meetings so far – WI (times 2), Church/Chapel, Garden Club and the Year 6 at Sil-verstone CE Primary School. These had been covered by RBP/JR/CT.</p> <p>Although CT had indicated at the March PC meeting that the Working Party would be delighted to give a special presentation to the Parish Council on this aspect, it had been declined. RPB felt that the PC needed to engage with the work of the group and agreed to write to the Parish Council and repeat the offer as the Parish Council were our 'sponsors' and would have to sign off on the finished plan. JR agreed to telephone all members of the PC to ensure that they will, at least, attend the large Focus Group meeting sessions arranged for 20th and 21st April in the Church Rooms. JR also agreed, with NA, to raise awareness at the Annual Village Meeting on 11th April in the Methodist Chapel. JR would liaise with NA over the production of a PowerPoint presentation to illustrate.</p> <p>Anne Pullen had offered to serve teas/coffees at the GSA events in April. CT would liaise with her. Those available to assist with setting out and clearing plus being available to assist RPB and JR were NA, MN and possibly CC (CT to check availability). Any other members of the group would be appreciated on the day(s).</p>	<p>RPB</p> <p>JR/NA</p> <p>CT</p>
9	<p>Skype conversation with Michael Wellock</p>	
	<p>CT and RPB gave feedback on the productive Skype call with MW at Kirkwells.</p> <p>Factual information from Draft Plan 1 was sent to MW within an agreed timescale and we awaited Draft Plan 2 which was due to be with us later this week (23rd March).</p>	
10	<p>Community/Landowners</p> <p>Discussion took place around how we interact with Landowners as we try to engage with the wider Parish commu-nity.</p> <p>A further exhibition will be necessary in due course where we share options with the PC and Parish from a minimal-ist NP to a far-reaching and innovative plan.</p> <p>CT confirmed that the letter to Landowners checking on their stated interests in the Call for Sites exercise com-pleted by SNC in 2013/14 would go out this week with a closing date set as 31st May for responses. This was being achieved through the NP Officer, Ellie Gingell although it had been slightly complicated by the new GDP regula-tions. CT circulated the agreed letter and it was noted that a simple table recording responses was all that was needed for inclusion in the plan.</p> <p>The Parish Clerk had agreed to be the 'Poste Restante' address and email contact for responses and that she would forward these to RPB. She was thanked for her assistance.</p> <p>RPB also briefed colleagues on the email he had received today from EG requesting that he attend a meeting with DB (Parish Councillor). This was discussed by members of the working party who concluded that they were slightly confused by this request as all PC members were briefed at the monthly PC meeting, had the opportunity to ask questions, could follow this up by reading the minutes of the SNPWP online on the PC website and had declined a special briefing session. Members were unsure under which capacity the request had been made – member of the public, Parish Councillor or District Councillor. The meeting had been at the request of a senior officer, AC.</p>	LP

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11	<p>However, as pragmatists, it was agreed that RPB should put himself forward at a mutually convenient time to brief/discuss matters. EG would facilitate the meeting and provide technical/legal information as required. RPB to make contact with EG to arrange.</p>	RPB
	<p>AOB</p> <p>Members noted the resignation (and good wishes extended to the group for the future) of Simon Bown. Members wished to express thanks for his assistance so far.</p> <p>An email from Charles Challenger was discussed and RPB was to communicate with him shortly. All members of the group have other interests, occupations and commitments and it was important to recognize that there were different levels of participation. ALL were valued!</p> <p>There being no further items, the meeting closed at 10.25pm.</p> <p>FUTURE MEETING DATES ARE LISTED BELOW.</p>	

Formal Meetings	
No formal meetings in April and May. However, analysis and research would continue as would email communication as and when necessary.	
Monday 18 th June	Silverstone CE Primary School
Informal Meetings - not minuted	And as necessary thereafter
Thursday, 5 th April, 2018	SRA Committee Room