



**Minutes of the Working Party**

Date of Meeting: 17<sup>th</sup> September, 2018

Venue: The home of CLT

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

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

Item	Comments
1	<b>Welcome and apologies for absence</b>  Received and as noted above.
2	<b>Secretary/Clerk</b>  CLT agreed to take notes of the meeting
3	<b>Declaration of Interests</b>  There were no Declarations of Interest
4	<b>Minutes of the meeting 20<sup>th</sup> August, 2018</b>  Minutes of the meeting held on 20 <sup>th</sup> August were approved. CT would forward to JL/JR for inclusion on the PC website and CT would add them to 'Final' in Dropbox.  Action: CLT/JL/JR

Item	Comments
5	<b>Matters Arising</b>
	CLT suggested that a stamp showing Copyright SNPWP be purchased to mark original drawings/reports. This was agreed. <b>Action: CLT</b>
6	<b>Budgets and Grants</b>
	Deferred to next meeting
7	<b>Detailed Design and Development Studies</b>
	The majority of the meeting was a discussion over the future plan for an exhibition and what would be displayed. The group also looked and commented upon the suggested detailed design and development studies completed by RPB. A 3D model (see below) was thought to be a good investment of time and resource. There would also be architectural models which would flow from the work RPB was attempting to complete and which would be linked to the Sustainability Study.  This was a hands-on session with discussion and suggestions being put forward. As the whole group was not in attendance it was felt that it was inappropriate to record the outcomes in order not to influence non-attendees and RPB would call another meeting for as many of the group as could be mustered to get overall consensus.  <b>Action: RPB</b>
8	<b>CAD Parish Topographical Project</b>
	CLT, MW and RPB were to meet with BE on Wednesday, 19 <sup>th</sup> to discuss a way forward. The group were grateful for this interaction from one of the major F1 racing teams and one which was on our Parish doorstep. MW had already done some research for information which may assist in the completion of the 3D model. CLT agreed to contact EG at SNC to obtain a final map of Catch Yard in scale 1:2500 to add to the overall map of the Parish.  <b>Action: CLT</b>
9	<b>Update on GSA (Geographical Sustainability Analysis)</b>
	Two further groups were to meet to complete the GSA and then this work would also be complete and add to our potential recommendations for preferred options. Final calculations would emanate from the completion of this work
10	<b>Budget</b>
	CT recommended that the PC be asked to maintain the agreed amount of funding for 2017-18 be carried forward to 2018-19. The PC finance committee were to meet at the end of October.  In the meantime, CLT would endeavor to meet with MW in early October to discuss the budget available from Groundwork.  <b>Action: CLT</b>
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Item	Comments
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	There being no further items, the meeting closed at 9.55pm. <b>FUTURE MEETING DATES ARE LISTED BELOW.</b>

Formal Meetings	
Monday, 15 <sup>th</sup> October	Venue to be confirmed
Monday, 19 <sup>th</sup> November	
Monday, 17 <sup>th</sup> December	