

Silverstone Neighbourhood Plan Working Party

Minutes of the Working Party

Date of Meeting: 5 April 2017

Venue: Home of CT

Name	Initials	Present - P Apologies - A Absent - AB	Name	Initials	Present - P Apologies - A Absent - AB
Nick Ashby	NA	A	Phil Dunne	PD	A
Chris Bird	CB	A	Noel Hopper	NH	P
Lee Bodily	LB	P	James Laband	JL	P
Simon Bown	SB	A	Karen Lockton	KL	P
Mary Jane Branch	MJB	A	Carol Mason	CM	P
Robert Brightman	RPB	A	Simon Martin	SM	P
Charles Challinger	CC	P	John Rudland	JR	P
Jessie Walker	JW	A	Carol Tosh	CLT	P

Chair	Clerk	Quorum - one third of total membership (ie 6)
Carol Tosh	Lee Bodily	Quorate - 9 present

Abbreviations

WP = Working Party

NP = Neighbourhood Plan

Item	Comments	ACTION by
1	Welcome and apologies for absence	
	Received and accepted as noted above	
2	Declarations of Interest	
	CLT reminded everyone that a D of I form will need to be completed. <i>CLT to circulate when received from Parish Clerk</i>	CLT
3	Confirmation of arrangements until May 9th. Appointment of SNPWP Secretary	
	<ul style="list-style-type: none"> • RPB has requested CLT continues to chair until 9th May due to personal circumstances. CLT agreed to do so • LB agreed to be SNPWP Secretary 	

Item	Comments	ACTION by
4	<p>Minutes of previous meeting</p> <ul style="list-style-type: none"> • Amends noted - Simon Bown not Brown. KC should be KL (end of document). Changes to be made and final version uploaded to Dropbox by LB and section on Silverstone Parish Council website by JL on our behalf. • CM has set up Dropbox so that everyone has read and upload permission. Documents to be saved with dates at beginning in the format YYMMDD_TITLE_AUTHOR INITIALS • Agreement needed on a Font for all documents - Action for next meeting • Skill Survey - Not all responses received yet but CLT has begun to plot. • CLT reported that there's still no word from full council on agreement of Neighbourhood Area. • Timeline - CLT has redone some of the stages and put some of the timescales in. Requested that someone takes on plotting out Silverstone NP. Suggestion that SB could take this on with his background and experience. CLT to ask after Election Runner is set up. • CLT has been in touch with Chairman of PC and WP can raise the NP under item 8 on the Agenda for the Village Meeting on 12 April. See further discussion under item 7 in these minutes. • Parish Plan and Design statement - this will be completed by the original group • Grants - KL gave update: <ul style="list-style-type: none"> • 2 sections - £9k initial grant. If considered a complicated area, a further £6k can be awarded (to make £15k in total) plus technical support guidance. The additional £6k is not applied for separately. KL doesn't believe Silverstone fits the criteria (for the extra £6k or the tech support guidance) which are: <ul style="list-style-type: none"> • areas of deprivation • high transient population • over 25k population • required to take over 500 new houses (high growth area) • no neighbourhood forum • cluster of parishes • where NP will require a higher number of houses than allocated in the local plan • where the plan is a business-led NP • where preparing a neighbourhood development order • neighbourhood areas with a highly diverse community • The process works by submission of an expression of interest, and then a grant application form is generated which must be completed within 30 days. The grant application must detail day rates and scoping of what we want any consultants to do. RPB to speak to the consultants he's opened up conversation with to formalise agreements. • MB has experience on Big Lottery Funding which some councils have gained. • Meeting with Andy D'Arcy to discuss SNC's legal obligations around funding arranged for 26 April, 3pm, at The Forum, Towcester. BP, CLT, KL and Linda Paice to attend • Research required on the assistance that SNC are legally obliged to provide. • CLT noted that a log of expenses incurred must be kept. Suggested that initial expenses come out of the £5k given by PCC. KL confirmed we can't preprend out of the £9k and for up to a month after it is awarded. • All monies/funds to be held by PC and we send bills/expenses to them as previously agreed • Village consultation <ul style="list-style-type: none"> • Pros and cons circulated for comment - see agenda item 7 • Response time amended to 48 hours instead of 24 hours. • Even if happy with something that is circulated for comment, we should send a reply to confirm. • Minutes for 27 March 2017 formally approved subject to amendments noted. 	<p></p> <p>LB/JL</p> <p>ALL</p> <p>CLT</p> <p>RPB</p> <p>CC</p>

Item	Comments	ACTION by
5	Matters arising (to include feedback re Survey Monkey)	
	<ul style="list-style-type: none"> • CLT contacted SB re Survey Monkey v Paper Copies for straw poll of residents. SB has found an alternative programme called Election Runner which allows responses to be personalised with a number. Cost is \$100 per 1000 responses (or part thereof) for a single question. No personal information is collected. • Those registered on the Electoral Roll will be invited to vote on whether we go ahead with an NP or not. (Currently 1782 on Electoral Roll) People will be able to vote online using Election Runner or via paper copy posted in boxes at Crofts Stores, The White Horse or the SRA. • Question raised about whether electoral roll can be used to know how many to put through each door based upon number of adults? CLT to find out from Linda Paice • On the basis of requiring potential 2000 responses via Election Runner, the WP sanctioned the cost of \$200. CLT to inform SB to go ahead and inform Linda Paice • Need to map out which properties to deliver to and ask people to sign up to help distribute. CLT to ask Phil Reddall if News and Views distributors will post for us. Following the meeting this was discussed but is not possible. 	<p>CLT</p> <p>CLT / SB</p> <p>CLT</p>
6	Regular Meeting Date and Venue - to agree	
	<ul style="list-style-type: none"> • Agreement that the venue would be St Michael's Church Rooms • Next meeting to be Tuesday 18th April, 19.30 and then every 3rd Monday of the month thereafter • CLT to book with Melanie Dennison 	CLT
7	Arrangements for Annual Village Meeting	
	<ul style="list-style-type: none"> • Pros and Cons leaflet amendments suggested. <ul style="list-style-type: none"> • Collective years in village - not all responses in yet, but nearly 250 years so far. KL raised concern about putting years on the Pros and Cons document - wonders if it comes across as needing to have been in the village a long time to be on the WP, however agreed that JR has phrased to overcome this. • JR to make amendments and recirculate • NH has said he could produce 50 copies ready for village meeting on Wednesday • Social Media - Simon Martin will set up Twitter (@SilverstoneNP) and Facebook (Silverstone Neighbourhood Plan) and let JR have the details for the leaflet. • Also noted that current SPAG website can be amended. • Agreed that we will maintain the SPAG web url. Any emails to subscribers will come from spaguk.com • Website will be called Silverstone Neighbourhood Plan • Display - blown up version of the centre pages of the leaflet • Glossary • Big land development poster • Speaking slot - RPB suggested/CLT to support 	<p>JR</p> <p>NH</p> <p>SM</p> <p>SM</p> <p>JR</p> <p>KL</p> <p>JR/BB</p> <p>RPB/CLT</p>

Item	Comments	ACTION by
8	Key Tasks	
	<ul style="list-style-type: none"> • Timeline/Scope - CLT has uploaded draft to Dropbox (for initial drafting). Suggested that SB best placed to take this further with any assistance he needs from the group. • Availability of Grants - covered in Agenda item 4 • Keeping accounts - CC offered to keep track of all expenses in a spreadsheet and to scan and upload all receipts to Dropbox • Evidence base - record keeping - Dropbox will form part of this. KL also suggested we do a quarterly precis of the meeting minutes and key points/major milestones. 	SB CC KL
9	Communication Strategy - to agree a way forward (CT to circulate draft via dropbox)	
	<ul style="list-style-type: none"> • Emailing list - direct engagement with anyone who has provided their email address? SPAG website will facilitate. • SM to investigate and set up Yahoo Groups. People can subscribe. It protects email addresses when sending emails. • Communication between the WP to be carried out via Closed Facebook group. SM to set up • Dedicated page on Parish website for Minutes of meetings. • Facebook page (Silverstone Neighbourhood Plan) and dedicated posts on Community Facebook pages • Twitter - @SilverstoneNP • Approval process for any social media posts: <ul style="list-style-type: none"> • All social media posts to be agreed by the group • Use of Yahoo groups to distribute to working group, 48 hours approval • Advertising in News and Views (June, August, October, December) • Via Parentmail (Ginny McDonald) CLT to ask • Noticeboards / Village shop • WP agreed that a communication could go out on the Village Community page with regard to the Neighbourhood Plan meeting. KL to contact Chris Warburton with regard to him posting something and KL will draft and distribute. If Chris not happy to post then KL will post. 	SM SM CLT KL
10	Research needed	
	<ul style="list-style-type: none"> • Need to be very clear on CIL - absolutely definitive information. Ref Hansard • CC entitled to a couple of research projects a year through IOD - he can ask research group. Feedback prior to 26th April please. 	CC
11	Actions and AOB	
	<ul style="list-style-type: none"> • Information (Pros and Cons leaflet) out to community by 30th April with voting arrangements so we have the returns • CM to remind PD on post boxes • LB to ask Sally about post box in shop • CM to ask about post box in pub • KL - communicate with Thames and Winslow NP committees to see if can get copies of grant applications 	CM LB CM KL
12	Date of Next Meeting	

Item	Comments	ACTION by
	<ul style="list-style-type: none"> <li data-bbox="263 219 911 253">• Tuesday 18 April, 19.30, St Michael's Church Rooms 	

Forthcoming Meeting Dates	Venue
Tuesday 18 April 2017	St Michael's Church Rooms, Silverstone
Monday 15 May 2017	White Horse, Silverstone
Monday 19 June 2017	St Michael's Church Rooms, Silverstone