

Silverstone Neighbourhood Plan Working Party

Minutes of the Working Party

Date of Meeting: 18 April 2017

Venue: St Michael's Church Rooms

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

Chair	Clerk	Quorum - one third of total membership(ie 6)
Carol Tosh	Lee Bodily	12 WP members present

Item	Comments	ACTION by
1	Welcome and apologies for absence	
	<ul style="list-style-type: none"> • CLT welcomed all. Special welcome was extended to community members Claire Annesley and Philip Goodall, and to Jessie Walker (WP) who has been unable to attend previous meetings. Apologies for absence from SM. Apologies from CM and LB who will be arriving a little late. • KL taking minutes until LB arrives. • CLT made a statement on behalf of PC colleagues: 'Members of the Parish Council will not make any declared decisions for or against a Neighbourhood Plan prior to its being discussed at the next meeting of the Parish Council on 8th May.' 	
2	Declarations of Interest	

Item	Comments	ACTION by
	<ul style="list-style-type: none"> • CLT thanked those who had submitted their Declarations of Interest. CC requested clarification that these only applied to activities within and related to the Parish. This was confirmed. 	
3	Minutes of meeting on 5th April	
	<ul style="list-style-type: none"> • Minutes of the 5th April 2017 were agreed with one small alteration to Item 2, which should read "circulate". <i>LB to change, JL to upload to PCC website.</i> 	LB/JL
4	Matters arising from initial events, meetings and discussions with specialist consultants.	

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	<ul style="list-style-type: none"> • 54 people were recorded as having attended the Annual village meeting (normal number is in the region of 35). General feeling towards NP was felt to be positive. • RPB updated on the village walk around with Brian Giggins. Brian agreed that Silverstone has a unique set of circumstances of a village with open countryside within it. • Re-iterated that whilst considering the other criteria for sustainability, our focus would be on environment - forming an argument for the village in its totality (buildings and landscape together). The issue we have is how we prove Landscape quality and this will be achieved through analysing it geographically and spatially. • RPB updated on conversations with the various experts he has been speaking to. <ul style="list-style-type: none"> • Archaeologist: Mainly a desk exercise so can be carried out by ourselves and Brian Giggins will oversee. Has agreed to do this free of charge. • Landscape Architect: Still awaiting a response • Ecologist: Jim and Bob met with Tim Goodman. He is keep to work on the project and has agreed to a model where we can do much of the leg work to assist the study by one of Tim's team, and Tim will underwrite it. Cost to be confirmed. • Contact has also been made with Paul Woodfield who worked on the Whitteewood project organised by Leicester University. • Planning Experts: CLT and RPB to interview Kirkwells who worked on Kilsby's NP, and are recommended by Daventry DC. The Parish Plan and Design statement has been forwarded to Kirkwells to get an idea of cost to produce the NP. • Survey work: Housing needs survey: RPB suggests doing door-to-door delivery and talking to people and then going back to collect the surveys once they've been completed. Suggested it is worth doing a wider survey, on more than just housing needs. Liza Graham of Eljay Research in Sunderland (eljayresearch.com) has been recommended. CLT mentioned that she has an example of the Chichester housing needs survey pro forma - suggested perhaps the data collection can be done by ourselves. • Site Evaluation: needs to be done objectively. Matrix Analysis is potentially the answer. SB, NH and RPB to investigate further. NH to research statistical aspect, looking at an expert in the field (person/university) • Highways: RPB has a couple of names to contact to advise on highways. One is ex-director of WSP who now runs own business. Other is expert in traffic calming. 	<p>RPB/SB/ NH RPB</p>
5	Arrangements for Village Ballot on NP	

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	<ul style="list-style-type: none"> • Leaflet and Ballot Paper will go to every nome in the village. Paper votes received via the post boxes will be entered in to online survey. • Leaflet amends: NA to make amendments, LB and CLT to proof • Post boxes. NA will pick up box for SRA, CM will place in shop and pub • CC to print leaflet, SB to print ballot paper • Distribution: NA to define blocks of roads and who is to do which 	NA/LB/CLT NA/CM CC/SB NA
6	Key Tasks	
	<ul style="list-style-type: none"> • Timeline/Scope - deferred to next meeting • Budget -a start has been made on this (drafted by CLT). CLT has researched many other NP sites to get trends. RPB and CT will continue to work on this. 	
7	Communication Strategy - update	
	<ul style="list-style-type: none"> • In response to the query as to whether anyone looks at the PC website, CLT gave following PC website statistics: <ul style="list-style-type: none"> • Wed to Saturday 3 April - 314 unique hits • 1-14th April 532 unique hits • March - 1425 unique hits • January - March - 6131 unique hits • It was agreed that the PC website must be added to all communications and it will be the repository for all official documents • SPAG website will be rebranded after the May PC meeting, including amending the email alias. 	
8	Commence work on engaging with the community	
	<ul style="list-style-type: none"> • Deferred 	
9	Questions/Issues for meeting with Andy D’Arcy	
	<ul style="list-style-type: none"> • AD’s personal opinion on NPs (SB) • What will he do to support us in bringing the NP about? • Housing Needs Survey / Analysis - do we need to do a new one or can we us the existing one? Who will fund it? (NA) • What is the implication of having the circuit within the neighbourhood area? (NA) 	
10	Actions and AOB	
	<ul style="list-style-type: none"> • Notice on doors of pub and shop, plus post on community page to remind people of voting deadline. • NA to upload list of houses in each road to dropbox 	KL NA

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10	Research needed	
	<ul style="list-style-type: none"> • <i>CC tabled an information sheet as part of the initial research he had undertaken on CIL referencing government and parliamentary guidance and Hansard data.</i> 	CC
12	Date of Next Meeting	
	<ul style="list-style-type: none"> • Monday 15 May, White Horse, Silverstone 	

Forthcoming Meeting Dates	Venue
Monday 15 May 2017	White Horse, Silverstone
Monday 19 June 2017	St Michael's Church Rooms, Silverstone
Monday 17 July 2017	St Michael's Church Rooms, Silverstone