



Minutes of the Working Party

Date of Meeting: 18th June, 2018

Venue: The home of C Tosh

Name	Initials	Present - P Apologies - A Absent - AB	Name	Initials	Present - P Apologies - A Absent - AB
Nick Ashby	NA	A	James Laband	JL	P
Robert Brightman	RPB	P	Carol Mason	CM	P
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 – 6 present

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

Item	Comments	ACTION by
3	<p>Declaration of Interests</p> <p>There were no Declarations of Interest.</p>	
4	<p>Minutes of the meeting 15th January 2018</p>	
	<p>Minutes of the meeting held on 19th March were approved. CT would forward to JL/JR for inclusion on the PC website and CT would add them to 'Final' in Dropbox</p>	CT/JL
5	<p>Matters Arising</p> <p>CT reported that the Final analysis of the Groundwork UK Grant resulted in the Parish Council paying back £667.50 which had been reported in March and actioned in April. CT had been in contact with Groundwork and ascertained that we could access this money in a future bid along with £8K under new arrangements.</p> <p>All other matters to be covered elsewhere in this meeting.</p>	
6	<p>Service Level Agreement</p> <p>This would be dealt with under item 10 on the agenda.</p>	
7	<p>Feedback from Village Meeting</p>	
	<p>Attendance was down on last year. It was felt that agenda items should be time limited to allow time for questions. NA was to be asked for a copy of the presentation for the NP to be lodged on Dropbox as this was evidence of community engagement.</p>	CT/NA
8	<p>Feedback from Public Consultation Events – 20/21st April GSA</p> <p>This coincided with some very good weather and, as a result, turnout was lower than expected. Participants were articulate and supportive of this part of the NP process. To date we have received over 80 responses to the GSA and others were still awaiting return. Members of the Working Party were reminded of their duty to complete and RPB agreed to participating in a group hosted by CM. This element of the group's work could still be ongoing.</p>	RPB/CM
9	<p>Landowners Responses</p> <p>This had achieved a limited response with three landowners/agents replying to the letter sent out. This had fulfilled our obligations with respect to seeking their views at this moment in time and had been recommended by EG. RPB took members through next stages of phasing with a view to an exhibition in (possibly) November when we share options with the PC and Parish from a minimalist NP to a far-reaching and innovative plan.</p>	
10	<p>Meeting with RPB/EG/DB – 25th May</p>	
	<p>This was felt to be a positive meeting where both NP and NCC issues had been explored.</p>	

Item	Comments	ACTION by
	<p>The outcome of the meeting was a draft Service Level Agreement which had been highlighted at the most recent Parish Council meeting. The PC had asked that we reflect and make suggested amendments to this SLA.</p> <p>Discussion took place and one of the issues which arose was the imbalance in signatories for the agreement. Three SNC officers/members were to be signatories and only two representatives from the commissioning body, one from the NP working party and the responsible officer were highlighted. It was felt that as this was supposed to be a document between SNC and the PC then at least the Chairman of the Parish Council should be asked to sign making it a more balanced 3/3 situation.</p> <p>CT agreed to amend the document in line with comments made at this meeting and forward to the PC for consideration at the July meeting. It was also expressed that we had a good working relationship with SNC and EG and it was rather late in the day to sign such a document as we were well down the road to completion of our NP.</p> <p>RPB had noted at the meeting on 25th May that EG had said (twice) that SNC would pay for the Housing Needs Survey when it was needed. This is no mention of this in the SLA. RPB to follow up with EG for inclusion or explanation.</p>	<p>CT</p> <p>RPB</p>
11	<p>Ecology</p> <p>JL reported on his Trail Camera and Bat Detector activities. So far – no dormice (!) but lots of rats and other mammals. He was asked to put a piece on the Village Facebook site re the patterns of Dormice nibbled nuts in the hope that Social media could assist us identify where they might be located. He raised issues about the scale of the work to undertake. The group were keen to support and also reminded that this exercise, as well as being a study for the NP, was also a historical account of what is alive and well and flourishing in and around Silverstone in 2018.</p> <p>RPB had completed a detailed map of the hedgerows and trees in the parish. As JL was able to identify exact locations of fauna through GPS tracking, he was to add this information to the map. NH was to be asked to look at the hedgerows and trees as this was an area of his expertise.</p> <p>JL was thanked for his work – his efforts were much appreciated by the group. He will also liaise with MW and CM re assistance in evidence collection.</p> <p>JR had used social media to obtain evidence of bird species in the Parish and, so far, 56 different species had been identified.</p> <p>JR had also been involved in the recent Moth survey and it was noted that there was a recorded presence of the Elephant Hawkmoth as well as Brown Ermines.</p> <p>Colleagues applauded the efforts made by the ecology team.</p>	<p>JL/NH</p> <p>JL/MW/CM</p>
12	<p>Geological Map</p> <p>RPB was finding it difficult to get a detailed digital map and discussion took place as how we, as a qualifying body, could access new initiative identified by the Parish Clerk. See later item.</p>	
13	<p>Archaeology</p> <p>A discussion took place around the Whittlewood Project. JR and CM have copies of the outcomes/interim report and would look them out. A further piece of work in 2006 put this project in the National Context where it was surmised that the Northern part of the Green Heart was, in fact, a medieval village green. The term 'End' is unique to Whittlewood eg West End – a planned Medieval settlement.</p> <p>RPB had been investigating various maps available including the 1824 Tythe map which he agreed to try and photograph assisted by JR.</p>	

Item	Comments	ACTION by
14	<p>Landscape/Topographical Analysis/Rights of Way</p> <p>MW reported on options but had received no communication from NA who was to investigate if a local racing team could assist us to produce a 3D model. The school had also indicated that they may be interested in assisting in the production of a model.</p> <p>The Parish Clerk had passed on information re new initiatives from central government</p> <ul style="list-style-type: none"> • OS Mastermap • APGB <p>MW to investigate how we can access this by contacting LP. (Since the meeting this contact has been made and MW has asked for SMA number to access relevant maps.)</p>	
15	<p>Budget Outlook</p> <p>CT agreed to look into this and contact MW. Issues about who pays for the HNS need to be resolved first. (Since the meeting CT had accessed the new Groundwork UK guides and forms.)</p>	
16	<p>Detailed Design and Development Studies</p> <p>RPB is currently working on this as mentioned before. He feels he still has a couple of months work to completion.</p>	
17	<p>Evolving Government Policy</p> <p>The government have produced a review of the NPPF. RPB highlighted concerns.</p>	
18	<p>RPB demonstrated how he used the Planix to calculate accurate measurements of area. More accuracy than digital forms.</p>	
19	<p>There being no further items, the meeting closed at 10.20pm.</p> <p>FUTURE MEETING DATES ARE LISTED BELOW.</p>	

Formal Meetings	
Monday, 16 th July	Venue to be confirmed
Monday, 20 th August	As above
Monday, 17 th September	As above
Informal Meetings - not minuted	And as necessary thereafter
Are these still needed?	