



Minutes of the Working Party

Date of Meeting: 25th November 2019. Venue: 6 Whittlebury Road, Silverstone.

Name	Initials	Present - P Apologies - A Absent - AB	Name	Initials	Present - P Apologies - A Absent - AB
Nick Ashby (has resigned but will continue to receive minutes)	NA	DNA	James Laband	JL	P
Robert Brightman	RPB	P	Carol Mason	CM	AB
Charles Challinger	CC	AB	Carol Tosh	CT	P
Robert Farmer	RF	AB	John Rudland	JR	P
Noel Hopper	NH	AB	Martin Williams	MW	P
Clive Girling	CG	P			

Chair	Clerk	Quorum - one third of total membership (i.e. 4)
Robert Brightman	Carol Tosh	Quorate – 6 members

Item	Comments
1	Welcome and apologies for absence Received and as noted above.
2	Secretary/Clerk CLT agreed to take notes of the meeting.
3	Declaration of Interests There were no Declarations of Interest.

Item	Comments
4	<p>Minutes of the previous meeting The minutes of the meeting held on 21st October were recorded as a true record of the meeting. CT to pass to JL for inclusion on the Parish Council website. CT/JL</p>
5	<p>Matters Arising All matters arising had been completed. JL was asked to provide a check on the number of 'hits' that the website was receiving with particular regard to the Neighbourhood Plan.</p>
6	<p>Budget and Grants It was confirmed that there was still a little over £10K of funding remaining in the PC budget heading for the SNPWP for this financial year. The PC draft budget for next year had been set and included £15.5K for the NP. An amount for legal services was, as yet, still to be determined.</p>
7	<p>Grand Union Housing Association(a not for profit organization)</p>
	<p>RPB and CG provided a Briefing Paper which had been prepared following a meeting on 18th October. This was tabled for reference and the three routes to delivery were noted.</p>
8	<p>Landholder and Stakeholder Meetings</p>
	<p>A further meeting with the Westhall group and their advisers had taken place. A Letter of Intent was expected in due course. A further meeting with each group was expected. A discussion ensued about how to ensure that, should our NP be successful, a monitoring group would need to be put together by the PC. The PC should also be a signatory on any agreements and should hold a veto in the event that plans deviated from the Master Plan Vision.</p>
9	<p>SNC/WNJPU Communication As we are in a period of Purdah pending a General Election, there had been no purposeful communication re the WNJPU query raised last month.</p>
10	<p>Neighbourhood Plan Script/New drawings RPB had collated all submissions (as detailed last month) towards the completion of the draft plan ready for the forthcoming meeting with our consultants, Kirkwells. A substantial part of the documents/evidence to date had already been forwarded to MW at Kirkwells so that progress could be made in anticipation of that meeting. RPB mentioned the importance of script and maps/diagrams to illustrate explicitly our requirements (in light of lessons learned from the Newick case). RPB would liaise with CB re the new graphics needed and would contact her subsequent to this meeting.</p>

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11	Phasing
	Decisions re Phasing were reliant on the outcomes of stakeholder/landowners conversations and no decision on the phasing had yet to be made. It was noted that Local Government re-organisation had come at the wrong time and that a General Election further complicated matters.
12	Evidence Base/ Bibliography
	Outstanding matters were assigned. JL as to calculate the number of letterboxes in the parish from data we already had ascertained. CT confirmed that there were 85 new occupied homes on Silverstone Leys out of a projected total of 220. MW agreed to start compiling the Bibliography for the project. CT agreed to put all minutes on a memory stick so they could be collated into a single file by MW.
14	Kirkwells
	It was confirmed that the scheduled meeting was to take place on 4 th December.
15	LIDAR
	Following meeting with Roz Bird (MEPC) and Stuart Pringle (BRDC) at Silverstone, Roz had offered to fund a more detailed LIDAR exploration of the historical elements of the Parish. We are awaiting a fee quote from Paul Griffiths to carry out this work. The Working Party is particularly grateful for this generous contribution to our project.
16	Programme for Delivery of SNP
	Still on an accelerated trajectory with the idea of all writing being completed and filed with our consultants by the end of the year.
19	AOB
	A proposed title for the finished document was tabled – ‘Silverstone – A Garden Village’.
	There being no further business, the meeting closed at 4.30pm
	FUTURE MEETING DATES ARE LISTED BELOW.

Formal Meetings	
To be decided	

