

Stoke Goldington Neighbourhood Plan Steering Group

Minutes of Meeting #7

28th August 2018 in the Village Hall 20.00

1. Present

Alex Mitchell (Chair) | Ian Allen (Vice-Chair) | Stacey Rawlings | Dave Jones | Dave Chisholm | Emily Chua | Tristan Kipling

2. Apologies

Jackie Sharp | Chris Feasey | Victoria Harries-Harris (Secretary)

3. Approval of Previous Minutes

The minutes of the meeting held on the 31st July 2018 were discussed, and everyone was tasked with ensuring all actions points had been dealt with, or informing meeting of any that had not been.

Future meetings would focus on reviewing and updating the Project Plan to ensure it is kept on schedule. Focus would be on the immediate following three months.

Future action points would refer to the number allocated in the Project Plan.

4. Project Updates

4.1. Project Overview: Introduction to Project Plan

Alex M took the meeting through the Project Plan, and how it is produced. This is a long task, but Alex and the team had put a lot of work in already, and a very good start had been made. It will be an evolving process, only really complete when the project is over.

Tasks will require owners to be allocated .Focus will be on the following three months.

A system of task numbering had been devised that would allow constant monitoring, and this will be reflected during the steering groups meetings in the agenda. An overview was handed out.

We will ask MKC (Diane Webber) to review it following 25th September meeting (DW will attend), to ensure no significant items are missing.

4.2. Task A1: Terms of Reference

ACTION – IA to arrange signing of adopted terms by chair SGNP.

4.3. Task A2: Application for Designated Area

ACTION - IA Chase approval of designated area, only recently submitted.

4.4. Project Admin: Website and Communications

Website

It was agreed to set up a website (stokegoldingtonnp.co.uk).

ACTION - IA to action and set up payment for website.

Tristan has set up a Dropbox facility and invited all members to join. Items in Dropbox must follow Project Plan numbering convention to keep tidy.

Tristan also setup an email address (stokegoldingtonnp@gmail.com) for general use.

ACTION – Tristan/Alex will set up a way of receiving emails sent to website once live.

General Communications

ACTION - Emily to ascertain next Gate Group News deadline (and going forward) and prompt Alex for copy to submit.

4.5. Task B1.1 Initial Residents' Questionnaire

Tristan took meeting through the comprehensive work to date, and was thanked for his hard work. This will be a long iterative process.

Future meetings will set aside circa one hour to devote to review questionnaire and refine, until concluded.

There was discussion about homeowner versus individual input. Still to resolve.

ACTION - Tristan to circulate current version to everyone in word format (via Dropbox).

ACTION - Everyone to review and bring any comments to next meeting.

4.6. Task B3.2 Infrastructure - Flooding

There was an update on the progress of the SGPC Flood Working Group (IA and AM are members). Project meetings have been held. The Flood Questionnaire is being worked on.

MKC working on own report and have asked us to contribute, but focus will be on producing a comprehensive Stoke Goldington report.

Update at next Parish Council meeting (3rd Sept).

5. New Project Tasks Assigned

5.1. Task B1.2 Community engagement

Description: understanding the community groups and establishments that exist in the village. A process of engaging with these groups will begin, to include a questionnaire specific to their needs.

Assigned: Emily initially, with further assistance as appropriate.

ACTION – EC to set up a working party comprising Emily C, Jackie S, Chris F, and possibly Rachael and Emma, and to report progress at the next meeting. Alex M to attend first meeting to offer guidance.

5.2. Task B2 Review of National and Local Policies

Description: to take overall responsibility for adherence to existing policy.

Assigned: Stacey and Alex.

ACTION - Stacey had these documents and would add to Dropbox.

5.3. Task B3.1 Current housing overview

Description: Document existing stock by type to enable us to draw up “how the village has grown up/evolved” timeline.

Assigned: Dave J offered.

ACTION - Alex has details of what needed to send to DJ.

ACTION - Alex to facilitate mapping on properties outside village with Rodney/Carol Gunn.

5.4. Task B3.2: Other Infrastructure (Highways/Utilities etc.)

Description: to commence infrastructure mapping/communication. Although very early, can use recent planning applications to start process of trying to find contacts in various utilities, etc.

Assigned: Dave C and Dave J.

6. Any other business

Next PC meeting (3rd Sept)

ACTION - Alex and Ian to liaise and agree what is reported at this meeting for NP.

7. Next Meeting

Tuesday 11th September 2018

NOTE change of time 7.30 pm , and venue, now Reading Room

Meeting closed 22.20pm