

**Notes from the meeting of Studley Neighbourhood Development Plan Steering Group (SNDP)
held on Tuesday 13th February 2018 at 7pm in the Council Chamber, Studley Village Hall**

1. Cllr P Beaman opened the meeting and welcomed all in attendance.

2. Present:

Parish Cllr P Beaman	H Volrath	P Hunt
Parish Cllr N Edden	F Lambden	R Barratt
Parish Cllr IJ Beard	H Fletcher	S Shafiq
County Cllr C Rickhards	G Marshall	R Berry
District Cllr J Kerridge	G Woodward	M Clapham
	R Jarmin	M Buffery
	H Beirne	S Marchant
	J Wallin	
	C Pilkington	

3. Apologies:

Parish Cllr A Smith	Parish Cllr B Dixon	G Phillips
Parish Cllr C Summers	District Cllr H Wright	J Ingram
Parish Cllr M Rickhards		
Parish Cllr S Redman		

4. Discussion with Bidford on Avon Neighbourhood Development Plan Steering Group

Cllr Joe Harvey and Clerk Elisabeth Uggerlose gave an overview of the journey that had led to the adoption of the Bidford on Avon Neighbourhood Plan. The following are guidance on the early stages of developing the plan:-

- Suggested size of steering group is about 20 people to include residents & Parish Councillors
- Obtain funding – Awaiting announcement for grants for 2018+
- Appoint working groups suggested titles - Housing/Amenities/Economy/Environment which feed back into steering group
- Each working group to have a Chair and each group to report back to Clerk/Secretary for reports to be circulated before meeting of steering group
- Obtain funding – Awaiting announcement for grants for 2018+
- Appoint planning consultant as early as possible
- Raise awareness
- Community engagement from outset including open house sessions in community building/s, engagement at local supermarkets, businesses etc, use word of mouth, social media, website, fliers and banners
- Devise questionnaire and send to all residents/business
- Analyse results and then hold further community events
- Keep Parish Council appraised of development of plan – consider it a standing item on monthly Parish Council agenda

5. **Nominations and Elections to Steering Group** – The following were elected to the group.

Parish Cllr Paul Beaman	Steve Marchant	Mike Clapham
Parish Cllr Neil Edden	Faith Lambden	Richard Barratt
Parish Cllr Adrian Smith	Helenal Fletcher	Martin Buffery
Parish Cllr Colin Summers	Gordon Marshall	Bob Berry
County Cllr Clive Rickhards	Gary Woodward	Gary Phillips
	Phil Hunt	Julian Ingram
	Hannah Beirne	

6. **Nominations and Election for Chair, Vice Chair and Secretary of the Steering Group**

Cllr Paul Beaman was nominated for the position of Chair and was unopposed and unanimously elected.

Cllr Neil Edden was nominated for the position of Vice Chair and was unopposed and unanimously elected.

Lesley Gailey, Clerk to Studley Parish Council was nominated for the position of Secretary (Clerk) and was unopposed and unanimously elected.

7. **Working Groups** – The following indicated that they would be willing to join one of the working groups when formed.

Joan Wallin, Robin Jarmin, Hilary Volrath, Shohaib Shafiq & Jill Beard. Contact will be made in due course.

8. **Declarations of Interest** – no declarations were made at this meeting.

9. **Terms of Reference** – Draft terms of reference were circulated and will be deferred to the next meeting.

10. Action Points for next meeting –

9.1 Clerk would obtain copies of the questionnaire prepared by Bidford on Avon and circulate to the steering group members. All members to read the questionnaire and Bidford on Avon Plan prior to next meeting when group will draft survey questions. Clerk to put relevant documents into the Drop Box for members to view.

9.2 Clerk to obtain quote from Neal Pearce of Avon Planning Services Limited for consultancy services.

9.3 Terms of Reference to be added to next agenda.

11. Date of next meeting – Tuesday 13th March 2018 at 7pm

Meeting closed 8.45pm