

Stagsden Parish Council
Neighbourhood Planning Steering Group

Friday 22 April 2016
Stagsden Village Hall at 7:00pm

Minutes of Meeting

Present:

Mandy Jauncey , Chair
Esther Dickson
Gavin Todd
Helen Smith
Lyndsay Maguire
Amy Jarvis

Apologies:

Peter Jarvis
Julie Betts
Phillip Brown
Stephen Cox
Kate Fletcher
Dick Thompson
Roger Heron
Nik Carden
Jan Holmes

	Slogan and Logo Design	Actions
1.	Produce logo based on Stagsden Sign Slogan Design agreed at the meeting is:- <i>Planning Stagsden's Future</i> Neighbourhood Plan 2032	Lyndsay – 25/4
2.	Vision Statement & Aims	
11/3	Lyndsay distributed 3 options for people to read and comment on. The one submitted by Gavin was the most popular but needs refining. Gavin agreed to make amendments from the feedback provided. Gavin to send to Mandy so it can be discussed at Parish Council meeting on 21/3. Discussed and agreed at PC meeting after some minor amendments 25/3.	Gavin by 20/3 – Closed
3.	Neighbourhood Plan Surveys	
22/4	Send Previous Parish Council Questionnaire to Esther Can we collect housing questionnaire in sealed freepost envelope? Obtain a sample housing needs survey report, if possible and Obtain cost quote for review survey questions and analysis only. It was agreed that the housing needs survey and SNHP survey should be delivered together. The aim is to have the SNHP survey ready for 1 st Week in June. Draft letter to accompany survey questionnaire.	Mandy – 25/4 Mandy – 25/4 Mandy – 2/5 Gavin – 13/5
4.	Project Plan	
11/3	Not distributed or discussed due to lack of time. Distributed as agreed via Email.	Mandy Closed 5/4
22/4	Draft plan immediate tasks reviewed and assignments agreed. Gavin and Mandy to refine plan further. Amy and Helen volunteered to undertake data capture using the template document provided by Lyndsay. Send soft copy of document.	Gavin/Mandy – 12/5 Mandy – 26/4
	Next Steps	
11/3	1. Ask Julie about Bedford Borough Business survey – There isn't anything. Most businesses have now been identified by Team. 2. Design Logo based on Stagsden 2000 mugs and send to Mandy- Slogan sent out to Team. Logo to be done by	Mandy – Closed Dick –Closed

	3. competition. Contact BRCC re. Housing needs survey information and costs – Discussed at Parish Council Meeting and SNHP meeting on 22/4.	Mandy – Closed
22/4	1. Add questionnaire notification to Newsletter distributed in June and Produce reminder poster and collection box for Village Hall on 23 rd June (EU Referendum Day). To be agreed at PC meeting on 16/5. 2. Arrange Meeting with Golf Club Committee as per Dicks Email. 3. Add Communication methods for updates to the Agenda	Mandy – 10/6 Mandy – 29/4 Mandy – 31/5
5.	Date of Next Meeting	
	Next meeting: 10 June 2016, 7pm, NFU Meeting Room	

Mandy Jauncey, Chair, 25 April 2016