

SPC Standon Parish Council

Clerk of the Council – Ms. Belinda Irons
14 Crawley End, Chrishall, Herts, SG8 8QL
Tel: 01763 838732

MINUTES OF THE MEETING OF THE SPNDP STEERING GROUP

HELD ON TUESDAY 17th MARCH 2015

AT 19.30H AT THE STANDON AND PUCKERIDGE COMMUNITY CENTRE

Present Jonathan Law (Chair), Claudia Chalkley, Jan Cunningham, Mike Gill, Jennifer Heaven, Brenda Howard, Colin Jenkins, Neil Johanssen, Warren Pickering, Dick Rainbird, John Riris, Jacqueline Veater, Maureen Wren

Jed Griffiths, Consultant

15.31 Apologies: Belinda Irons, Clerk of SPC

15.32 Minutes of the Meeting held on 10 February 2015

As there were no matters arising, the Chair signed the Minutes as a true and correct record of proceedings.

15.33 Declaration of Members' Interests: None.

15.34.1.1 Steering group members

JL reported that he had set up a management team whose members were himself, Mike Gill, Colin Jenkinson and John Riris. At its recent meeting, the team agreed to address the following points regarding membership

- i) The members' skill set and interest audit had not yet taken place so a form was circulated for members to complete and return. **Action All members**
- ii) Members' availability for May Day (4 May 2015) and the Open Day (16 May 2015) needed to be ascertained so a form was completed at the meeting and is attached as Appendix 1.
- iii) As regards total membership, JL reported that there were currently 22 members on the members' list out of a proper allocation of 21. May Day and the Open Day could bring forth other interested people who would add skills and diversity to the SG. Deb Radcliff, Karen Hill and Ron Stevens had not attended any meetings nor been in touch with other SG members recently and BI is to contact them to see if they wish to remain members. (*NOTE TO THE MINUTES: Deb Ratcliff has since resigned from the Steering Group*). **Action BI**
- iv) There were no new requests to join the SG. JL proposed developing an application form for prospective new members and that they should sit in as observers on an SG meeting before applying formally. This was seconded by MW and agreed unanimously. **Action JR/CSG**

15.34.1.2 Comments from non-committee members attending: None attended

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15.35 Interim meetings

Various venues were discussed for meetings of the sub-groups. DR would enquire about the availability of the Bowls Club premises. The Tennis Club premises were suggested but may be too small. JH suggested Colliers End Village Hall and it was agreed to use this from time to time to spread the meetings around the Parish. Standon Village Hall would be suitable but had very limited availability. The CSG would continue to meet in the pub, which was convenient for them.

Action DR

15.36 Feedback from management meeting

JL handed round the Draft Project Plan he had prepared and said his key concerns were Grant Funding and the structure for our work. A discussion took place around the following

- i. The management team had agreed that, in addition to the monthly SG meeting, they and the CSG would meet monthly. As those meetings and the other forthcoming events (May Day and Open Day) involved engaging with the public, a training session was required to ensure everyone understood what messages needed to be delivered. East Herts District Council employed an expert on Village Plan development, Isabel Haddow, and it was agreed to invite both her and JG to address the next SG meeting. **Action JL**
- ii. The key purpose of the Open Day was to develop our vision and objectives. The information gathered from attendees would need to be worked up into a research document to be sent out to the whole Parish.
- iii. In their engagement document, EHDC suggest that groups go on “walkabouts” in their areas to understand them better and identify parcels of land that might be suitable for development and we agreed to do that. DR suggested waiting until the delayed Strategic Land Availability Assessment (SLAA) was available at end-April so we could plan our routes to best effect and a July timing, before the school holidays, was agreed in principle.
- iv. We would then decide what policies should be developed, and how wide a range of topics our Plan will cover. (JG advised the place in Worcestershire for whom he is also consultant is covering 12 but Bishops Stortford is covering 41).
- v. JL distributed some Development Plans from other places for members to study and will post a link to a government website where a large number are available. **Action JL and All**
- vi. It was suggested that, at the end of all these activities, another meeting should be held for the whole Parish, likely timing end-September.

JL then proposed that the SG adopt the outline six-month project plan as a foundation, recognising that it is an organic document that will need to be adapted/amended on a rolling basis. The proposal was seconded by CJ and agreed unanimously.

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15.37 Finance – review of budget and grant applications

CJ had circulated a short Group Income and Expenditure statement. He explained that Income was £12k from SPC although we would hope to supplement that with monies from a grant/grants we would apply for. Expenditure was SPC's commitment to JG's company, Griffiths Environmental Planning, of £7.5k. This left £4.5k to cover the Group's planned and committed expenditure of £3.675k and with other minor expenses, left the Group with a very slim surplus of £462 to April 2016.

As regards grants, CJ considered we were likely to be successful, subject to proper and timely applications. The first application, which JG advised could deliver up to £8k in the next FY, needed to be made in early April. It would relate to work to be carried out after the grant was made and its basis could be items in JL's six-month project plan.

DR expressed concern there was no report on a possible grant source he had mentioned in February, namely a local benevolent society that can make grants of £1k to village groups. He would follow up with BI.

Action DR

JR mentioned a grant source of £500 he had seen on EHDC's web site. JR to follow up with CJ.

Action JR/CJ

15.38 Feedback from CSG meetings

JR presented the sub-group's plans for a stall at May Day and for the Open Day, with budgetary requirements and advised the stall had been booked.

NJ reported he had asked all 3 schools if we could use Parent Mail to contact parents and there had been outline agreement. He would write a first communication.

Action NJ

WP had drafted flyers, to include QR codes, for the 6 SPC noticeboards. DR clarified they must be the shape of 2 x A4 sheets side by side to fit the boards and WP would adjust accordingly.

Action WP

WP reported the web site was almost ready. Although it would be editable, it was agreed a very limited number of members should have editing rights in order to avoid confusion. The supplier had omitted an item for licences of US\$299, c. £215 in his quotation and had requested the money. After lengthy discussion, MG proposed he should be paid, seconded by WP and agreed by everyone.

Fergus, the Mercury journalist responsible for the "villages" pages, was keen to print an article from us.

Action CSG

It was agreed to defer discussion around plans for Open Day to the next meeting. However at the first opportunity DR would ask all councillors to be available for the event.

Action DR

15.39 Vision and Objectives exercise

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MG led a lively discussion about “What we wanted” and “What we didn’t want”. The results were wide-ranging and more work would need to be done before Open Day. **Action MG/All**

AOB

MG reported the new Head of Ralph Sadleir school was keen to support us. NJ advised he was already in contact with him and had another meeting planned.

The meeting closed at 2215h.

Appendix 1

		May Day (04 May)	Open Day (16 May)
Claudia	Chalkley	Part-day	Part-day
Jan	Cunningham	All day	Unavailable
Brenda	Howard	Part-day	Part-day
Colin	Jenkins	Part-day	Part-day
Jonathan	Law	Part-day	All day
Neil	Johanssen	All day	All day
Mike	Gill	Available	Unavailable
Warren	Pickering	Unavailable	All day
Dick	Rainbird	Part-day	Part-day
John	Riris	Part-day	All day
Jacqueline	Veater	Unavailable	Unavailable
Maureen	Wren	Not sure	Not sure
Jenny	Heaven	Not sure	Not sure
Jed	Griffiths	Available	Available

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