

**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 17<sup>th</sup> APRIL 2015 AT 1945H  
AT THE STANDON AND PUCKERIDGE COMMUNITY CENTRE

**Present** Jonathan Law, (Chair), Claudia Chalkley, Graham Cowell, Jennifer Heaven, Brenda Howard, Colin Jenkins, Neil Johannessen, Warren Pickering, Dick Rainbird, Jacqueline Veater, Maureen Wren

Jed Griffiths, Consultant

1 member of the public

15.44 Apologies: Apologies were received from Mike Gill, Belinda Irons and John Riris

15.45 Minutes of the Meeting held on 17 March 2015

Item 15.34.iii should read that there were currently 19 SG members, not 22.

15.46 Declaration of Members' Interests: None.

15.47 Steering Group members

There were no new requests to join the SG.

*It was noted that some people on the SG members list had attended few meetings and had had little contact with other group members so may no longer consider themselves members. After May Day, when it is hoped more people will have expressed an interest in joining the SG, those early members would be asked to confirm whether they wished to take an active part or step aside.*

15.48 Comments from non-committee members attending: None.

15.49 Review of roles

As previously announced, JL confirmed that MG would take over from him as Chair and he would become Vice-Chair. He said it had been a difficult decision and he was grateful for all the messages of support he had received.

15.50 May Day and Open Day

JG gave a short talk about how the SG volunteers at the forthcoming events should engage with those attending. WP proposed a "crib sheet" should be prepared for use by volunteers at the events.

**Action JG/CSG**

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DR reported he had emphasised to the other Councillors the importance of attending the events and of encouraging others to do so too.

JL and NJ explained how the May Day stand would look and everyone liked it. NJ then proposed how the Open Day room would be set up using display boards and tables for key topics with attendees being given post-it notes for their comments. A YouTube video about village plans would run continuously and the Chair and Vice-Chair and JG would take turns to deliver an hourly presentation on the development of our Village Plan. NJ also proposed that the CSG should decide on topic groups to be presented. Both his proposals were agreed by the majority.

As there was no topic leader for Environment, the meeting welcomed MW and CC's offer to take on this role.

**Action MW/ CC**

## 15.51 Finance

CJ circulated the figures presented to him by JR on proposed expenditure for the 2 events, showing a deficit of £215.97. Examination revealed they included an item for badges of £107.96, plans for which had been cancelled. There was robust discussion around the contingency figure of £200 and DR stated that the Parish Council recognised the SG was doing the best possible job with limited resources and would support it to move forward. NJ proposed the meeting should approve the expenditure and this was agreed by the majority.

CJ advised the grant application had been passed to the Parish Council and their approval was awaited. The meeting approved his proposal to appoint a Grants Officer. There were no volunteers for this post at the meeting and we should look for one.

**Action All**

JL understood that the Parish Council's insurer should be put on notice about the Open Day event. CJ advised that he had already e-mailed BI about insurance for the Open Day event. The matter was in hand but follow up was needed to make sure it had been done.

**Action Management Team**

## 15.52 AOB

The CSG suggested running the YouTube video about Village Plans before the Film in the Field event on 25 April and this was agreed.

**Action CSG**

## 15.53 Date of next meeting

It was agreed another meeting needed to be held before Open Day and JL would ask BI to organise it.

**Action JL/BI**

*The meeting closed at 2150h*