



St Margarets and Stanstead Abbotts Neighbourhood Plan Steering Group

Meeting date:	9 th October 2018
At:	19:30, The Maltings Cafe
Present:	Mike Dormon (Chair); Clare Maynard; Rob Bennett; Robyn Jewett; Anne Washbourn; Andrew Clayden; Maria Tasker; Vanessa Murphy; Gini Trower; Nick Cox (SMPC)
Apologies	Julia Davies (Chair); Leah Pybus; Christsina Whellams; Sarah Chapman; Beth Knight; Colin Free

1. Survey Questionnaire:

Anne advised that all amendments had now been actioned and all agreed we need to get to a stage where we can go to print & release.

Since the majority of the management had already confirmed their approval of the survey, we only needed to address specific items raised by Jacqueline. This work was completed and Anne is to make the final changes and arrange for Beth to update the online version. Once this is all done, we can go live with a link on the website and facebook pages to see the take up. Huge thanks to Anne for her patience, time and hard work on the survey updates and Beth for the online version.

Action: Beth to update the online survey as discussed. Sarah Chapman was nominated to proof read the paper version.

A sample print to be obtained. Andrew Clayden to review the quality and layout before going to final print. Agreed between 2000-2200 to be printed.

2. Calendar:

All to review and approve the presentation material including Tom Foye from GAPC.

- Sun 21st October 5pm – Vanessa’s house to break up the surveys & agree survey drops
- Wed 14th November 10.30am - The Folly Day Event
- Wed 14th November (evening) - The Nigel Copping Community Centre
- Sat 17th November (morning) – Stanstead Abbotts Parish Hall
- Thur 6th Dec 7.30pm – Gini’s house for survey data load. Bring a bottle. Sarnies available

3. Printing:

Vanessa has sought online printing costs for the survey. The final invoice will need to be submitted to Robert for accounting records. External quotes were also obtained with a local printer, but these were found to be uncompetitive. Details are available upon request if required for audit purposes.

Mike Dorman agreed to pay for the printing costs personally and will seek reimbursement via the Parish Clerk.

4. Emails:

Clare Maynard agreed to monitor any emails received. The expectation is that there will not be a high volume but that this would be revisited should the situation change.

5. AOB:

A Truck is required to transport the display boards between each hall.

Next meeting:

- Nothing Agreed