**Neighbourhood Plan Steering Group**

Held on Wednesday 29th June 2016 in Lound Village Hall

7.30pm

**Present:** Jerry Kershaw(Chair); Nick Prout; Andrew Perkins; Colin Beaumont; Carol Green; Karen Pollard; Kirstin Hayes; Fred Walters; Julia Kershaw; Michael Naylor

Isabel Lee (Parishioner)

**Apologies:** Mike McCormack; Rod Austin; Bob Lane;

**Development Plan Survey:**

Members confirmed they had distributed and started collecting responses from all parishioners on their list. There are still some outstanding however there has been an excellent response to date. It was agreed that we would extend the final deadline of collection of the remainder to July 10th.

All members to please inform Jerry of their final voter numbers. (by checking response to question 1)

The Matron from Lound Nursing Home has requested they be consulted as a business rather than individual residents being asked. This was agreed.

**Analysis**

As this is going to be a very large task, members are to analyse their own distribution list. Jerry will be away so Carol is taking his list for this purpose.

Colin has put together a template in Word to assist with the analysis of the responses. After discussion it was agreed that this would be easier if converted into an excel spreadsheet. Carol has volunteered to work with Colin on this and to produce a template in excel which she will distribute before the next meeting.

Fred stressed the importance of the analysis and that it was critical we all followed the same format as poor analysis would cause repercussions as all results must be accountable.

As some members expressed concern at using Excel we will carry out a brief exercise at our next meeting to ensure everyone is collating the same information in the exact same format. (Please bring a copy of the spreadsheet to the next meeting)

**Funding Applications**

As we are applying for funding from 2 different sources Jerry had emailed copies of Draft funding Applications he had completed to date for members comments and discussion.

Awards for All (Lottery Funding)

£10,000 will be applied for. We will not receive these funds for approximately 4 months from the date of application.

My Community Funding

£8,260 will be applied for. As Jerry will be away shortly after submitting this application, Michael Naylor has been nominated as our contact during Jerry’s absence.

We also discussed the Project Planner (part of My Community Funding) and agreed on proposed Start and End dates for each Project Phase.

Jerry will populate all these form and email to members for checking before sending.

**AOB**

A big Thank You to Jerry for all his hard work in the submission of the Funding Applications and to Rod for the production of the Survey.

**Matters to be carried forward to next meeting**

First draft of Survey to local Businesses to be considered

**Next Meeting**

27th July 2016