

**Minutes of**  
**18<sup>th</sup> Meeting of The Winterbournes Neighbourhood Plan Steering Group**  
**At St Michael's House, Vicarage Lane, Winterbourne Earls**  
**On Thursday 3<sup>rd</sup> September 2015 at 7.30pm**

**ITEM 1**      **Apologies:** received from:  
Dan Steadman, Antony Lyall, Elizabeth Sankey, Joanne Sankey, Chris  
Campbell-Jones, Barry Lake, Peter Biggins.

**ITEM 2**      **Minutes of the last (17<sup>th</sup>) meeting, held on 30<sup>th</sup> July 2015:** minutes agreed  
as an accurate record.

**ITEM 3**      **Matters Arising, not covered under Agenda items**

Action 3a: The link has been established between the Parish council and the  
Neighbourhood Plan websites. **Action closed**

Action 3b: Maureen will check with Sarah Hughes on the sustainability  
appraisal. **Action outstanding - Maureen**

Action 4: The Housing Needs Survey now all distributed. Next round should  
include a reminder to villagers who may know of anyone wishing to return to  
the village to also complete the survey (Section 2 applies). 60 more surveys  
ordered for distribution within the MoD Camp. **Action ongoing.**

Action 6b: Charles Penn has been approached about the village  
questionnaire and is willing to help. **Action closed**

Action 6c: Dan to speak to Scott Matthews (graphic designer) – **Action  
outstanding. However Dan sent an email prior to the meeting with the  
following information:**

*"I was going to bring the following figures relating to the costs that could be covered by the  
Wiltshire Council Grant*

*Estimate Design costs from Text provided - £720.00 + VAT - £864.00  
1000 copies A4 20 page booklet – full colour throughout - £450.00 VAT exempt  
1000 copies A4 50 page booklet – full colour throughout - £850.00 VAT exempt"*

Action 6d: Chris C-J investigation of costs. **Action outstanding.**

Action 7b: Activity Calendar now distributed. **Action Closed**

**ITEM 4 Website content**

Reference should be made to the survey, including the issue of Section 2 of the survey. **Action: Graham to speak to Dan**

**ITEM 5 Formation of sub-groups: Three sub-groups proposed**

- Finance and Business Plan – Antony Lyall
- Initial Community Engagement - Village Questionnaire
- Preparation of Parish Profile

Maureen will approach members on which Sub-group they may wish to join.  
**Action: Maureen**

**ITEM 6 Any Other Business: There was no further business**

**ITEM 7** The date of the next meeting will be on Tues 29 Sep at 1930 at St Michaels House