

# SUTTON POYNTZ NEIGHBOURHOOD PLAN STEERING GROUP

## RECORD OF A MEETING HELD

AT SPRINGBANK, PLAISTERS LANE, SUTTON POYNTZ, MONDAY 6th MARCH  
2017

Present: K. Blee (Chair), W. Davidson (Hard Copy Records Archivist), W Egerton (Electronic Copy Records Archivist) , C Marsh (Minutes Secretary).

Apologies: P.Dye (Consultation Summary Compiler)

The purpose of this meeting was to complete the action under sub-section 4 of the minutes as agreed by the Steering Group at their meeting on 21/2/2017.

The meeting commenced at 19.05 hours.

### 1. Roles of Steering Group Members in Relation to the Archiving of Documents

In opening the meeting KB suggested the following:-

The minutes secretary to retain original signed copies of the approved minutes, .  
The Consultation Summary Compiler to maintain the Consultation Summary as a 'living document' and include appendices from the archive as required.  
The Archivists to retain a copy of all documents between them.

Discussion took place as to the most effective method for ensuring retention of all relevant documents in the archive and the following actions were agreed.

- a) All e-mail communications of any description relating to the Neighbourhood Plan including any responses by Steering Group members to be copied to the Sutton Poyntz web site ([neighbourhood@suttonpoyntz.org.uk](mailto:neighbourhood@suttonpoyntz.org.uk)) for retention on the server.  
All Steering Group members to be requested to include this e-mail address in any communications.

**Action: KB**

- b) All records from the commencement of the Neighbourhood Planning process (circa November 2015) to be retained in the archive with all electronic copy also being kept as duplicate hard copy wherever possible. The two archivists are to liaise in order to action this.

**Action: WD/WE**

- c) All past e-mails relating to the Neighbourhood Planning process to be copied to the Sutton Poyntz web site ([neighbourhood@suttonpoyntz.org.uk](mailto:neighbourhood@suttonpoyntz.org.uk))

**Action: KB/WE**

- d) All signed copies of the minutes of Steering Group meetings from 21/2/2017 to be retained by the Minutes Secretary with a copy being forwarded to the hard copy archivist.

**Action: CM**

- e) All signed copies of minutes of Steering Group meetings prior to 21/2/2017 to be forwarded to the hard copy archivist.

**Action: KB**

- f) WD proposed a simple index based system for hard copy filing based upon date and item number. KB suggested reference to other Neighbourhood Plans in order to determine the optimum means of filing. WD asked for permission to purchase suitable filing boxes, which was agreed by the chair.

**Action: WD**

- g) The sign-up sheets from the Coffee Morning for sub-group membership were passed to the Minutes Secretary for safekeeping.

## **2. Any Other Business**

The chair asked for advice as to suitable premises for the March meeting of the Steering Group in the event that the Duck Bar at the Springhead was unavailable. WE confirmed that the Mission Hall would be fully booked. WD suggested the Preston Church rooms.

It was resolved to check the availability of the Church Rooms, Preston Village Hall and the Scutt Hall in that order of preference if the Duck Bar was unavailable.

**Action: KB**

There being no further business the meeting closed at 20.01 hours.