



**Minutes of the Neighbourhood Plan Steering Group
held on Thursday 7th April 2016 at the Village Hall, School Approach, Weston Turville.**

PRESENT:

Parish Councillors: David Hillier, Michael Connolly
Community Members: Ian Tileard-Haines, Keith Fensom, Margaret Stacey
Consultant: Sue Jobbins
Clerk: Sarah Copley

NP39	<p>APOLOGIES</p> <p>Apologies were received from Cllr Mandi Simons and Jenny Puddefoot.</p> <p>Cllr Michael Conolly chaired the meeting in Cllr Simons absence.</p>	
NP40	<p>MINUTES OF PREVIOUS MEETING</p> <p>The minutes of the meeting held on 3rd March 2016 were agreed as a correct record and duly signed.</p>	
NP41	<p>COMMUNITY ENGAGEMENT OPEN DAYS</p> <p>The Neighbourhood Planning Consultant, Sue Jobbins, talked through the arrangements and materials for the open days planned for 21st and 23rd April. She explained the importance of keeping a record of how the days had been advertised, how many had attended and any queries raised.</p> <p>Sue had provided text for a leaflet to be sent to all houses in the parish advising them of the neighbourhood plan and advertising the open days. These were due to be delivered the following week.</p> <p>The text for the display boards and invitation letters for businesses and community groups were agreed and the clerk would arrange for them to be printed for the events. The display boards would be laminated to protect them when being moved between locations.</p> <p>The Clerk would arrange for the other stationery items and refreshments needed for the events to be purchased.</p> <p><i>Keith Fensom left the meeting after this item at 8pm.</i></p>	
NP42	<p>COMMUNITY ENGAGEMENT</p> <p>a) Staffing of events – all to email the Clerk with their availability who would collate and circulate. All were asked to contact other possible volunteers.</p> <p>b) Storage of display boards and materials – all items to be stored at the Village Hall until the two open days, then Margaret Stacey would hold the materials for the community group days.</p> <p>c) Business letter – the wording for the business letter was considered and agreed in principle, all to email the Clerk by the following Monday with any other suggested amendments/corrections.</p> <p>d) Use of Freepost for returns – agreed that there was not enough time to set this up for this mailshot but to be considered for questionnaire returns.</p>	All

NP43	<p>MEETING WITH AVDC</p> <p>Cllrs Simons and Conolly and the Clerk had met with AVDC Planning Officer, David Broadley. There was still uncertainty around the level of development parishes would be expected to take but this would be clarified in June when the draft Vale of Aylesbury Local Plan would go out to consultation.</p> <p>Liaison would continue with the district council, the Neighbourhood Plan Officer had been helpful in providing information to assist with evidence gathering.</p>	
NP44	<p>FEEDBACK ON EVIDENCE GATHERING</p> <p>a) Housing – MC reported that work was still ongoing and he provided a written report on his findings to date. There was still a need to map land owners in the parish.</p> <p>b) Transport – MR provided a written update on his research to date.</p> <p>c) Business – Mandi Simons had been working on the database of local businesses and a mailshot would be sent out to them the following week as previously discussed.</p> <p>d) Environment – no report as Keith Fensom had left the meeting at 8pm.</p> <p>e) Community Facilities – contacts for the local organisations had been listed and a mailshot would be sent out the following week.</p>	
NP45	<p>GRANT APPLICATION</p> <p>The Clerk reported that a grant application for £3850 to cover consultancy fees had been submitted to Locality and a decision awaited.</p>	
NP46	<p>ANY OTHER MATTERS</p> <p>No matters raised under this item.</p>	
NP47	<p>NEXT MEETINGS</p> <p>The next meeting would be on Thursday 5th May at 7pm.</p>	

Signed: _____ Dated: 05/05/16