



**Minutes of the Neighbourhood Plan Steering Group
 held on Thursday 3rd March 2016 at the Village Hall, School Approach, Weston Turville.**

PRESENT:

Parish Councillors: Mandi Simons , David Hillier, Mike Munday, Michael Connolly, Nick Treacher

Community Members: Jenny Puddefoot, Margaret Stacey

Clerk: Sarah Copley

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| NP27 | <p>APOLOGIES</p> <p>Apologies were received from Cllr Martin Jarvis, Ian Tilleard-Haines and Keith Fensom. Cllr Mandi Simons was elected as Chairman.</p> | |
| NP28 | <p>DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest.</p> | |
| NP29 | <p>MINUTES OF PREVIOUS MEETINGS</p> <p>The minutes of the meetings held on 4th December 2015 and 23rd January 2016 were agreed as a correct record and duly signed.</p> | |
| NP30 | <p>REVIEW OF CONSULTATION AND ENGAGEMENT STRATEGY REPORT</p> <p>Planning Consultant, Sue Jobbins, had produced a Consultation and Engagement Strategy Report following the workshops held on 6th February and 16th February.</p> <p>The Committee reviewed the actions to be carried out prior to the proposed launch on 21st April and the following was AGREED:</p> <ol style="list-style-type: none"> 1. Consultation events <ul style="list-style-type: none"> • Open days – see minute NP34 • Luncheon Club, Chandos Arms – DH and MC to attend • U3A – MS to attend • St Mary’s Soup Lunches – tba • Hampden Hall Care Home – JP would contact them to arrange a consultation visit 2. Stakeholders database <p>Cllr Simons reported that the business database was almost complete and that Cllr Munday was drafting a letter to send to all businesses to establish whether they were still in operation and inviting them to consultation events. There would be a cost to this for printing and postage.</p> <p>Cllr Hillier to contact a local resident for assistance in compiling a list of landowners.</p> <p>The Clerk said that AVDC were sending through the list of statutory stakeholders.</p> <ol style="list-style-type: none"> 3. Information <p>The Clerk would circulate AVDC’s Statement of Community Involvement to all Steering Group members and the Census data information to Cllr Conolly.</p> | <p>DH/MC MS</p> <p>JP</p> <p>MSi/ MM/ Clerk</p> <p>DH</p> <p>Clerk</p> <p>Clerk</p> |

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| | <p>4. Website</p> <p>A “Neighbourhood Plan” area had been set up on the Parish Council’s website. The Clerk would set aside a day the following week to populate it with further information and use the notes provided by Sue Jobbins.</p> <p>5. Steering Group members</p> <p>All members to write a short paragraph about themselves to go on the website and to approach people they knew who may be willing to get involved and help with the Neighbourhood Plan.</p> <p>6. Publicity</p> <p>Cllr Simons to place notices in the local free newsletters – WT Times, Wendover News and the local Facebook pages.</p> <p>It was agreed that a short article be written and photos taken at the launch event to send to the Bucks Herald.</p> | <p>Clerk</p> <p>All</p> |
| NP31 | <p>FEEDBACK ON EVIDENCE GATHERING</p> <ul style="list-style-type: none"> • Housing – no update yet • Green spaces/Environment – no update • Business – MS and MM working on mailshot to businesses • Transport- MC had done extensive research on public transport • Community Facilities – MSt, IT-H and DH had met and had provided a note at the Consultation workshop. • Conservation and Heritage – MS had obtained maps and information relating to the conservation area. | |
| NP32 | <p>DRAFT VISION AND OBJECTIVES</p> <p>Cllr Simons and the Clerk had produced a draft vision and list of draft objectives following the workshop run by Jenny Lampert on 4th February. This list was considered and AGREED as a first draft for use at consultation events.</p> | |
| NP33 | <p>MEETING WITH AVDC</p> <p>It was AGREED that Cllrs Simons and Conolly and the Clerk would meet with AVDC’s Neighbourhood Plan Officer to update them on progress to date and find out what help they can provide. The Clerk would contact AVDC to arrange a convenient date.</p> <p>It was AGREED not to fund Jenny Lampert Associates to attend this meeting, although her input may be needed at a future meeting.</p> | |
| NP34 | <p>OPEN DAYS ON 21ST AND 23RD APRIL</p> <p>Cllr Simons had arranged to borrow some notice boards for the consultation events. M.Stacey agreed to assist with laying out the posters and information on the boards.</p> <p>The Village Hall was booked for 21st April for the launch event which would take place 4pm-7pm immediately before the Annual Parish Meeting.</p> <p>There would be a further consultation event on 23rd April at the PACE Centre, Cllr Munday to confirm the booking.</p> <p>There would be a stand at the Village Fete on 18th June.</p> <p>The Clerk was asked to circulate a timetable of dates and time slots to all to complete with their availability to assist at these events.</p> <p>Flyers, posters and information sheets would be needed for these events. Cllr Simons had approached a leaflet distributor for a quote to deliver flyers to all properties in WT.</p> | <p>MSt</p> <p>MM</p> <p>Clerk / All</p> <p>ALL</p> |

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| NP35 | <p>GRANT APPLICATION</p> <p>It was agreed that the grant application needed to include:</p> <ul style="list-style-type: none"> • provision for printing of materials for the consultation events • fund Sue Jobbins for support with the consultation events • Fund support for the evidence report • delivery of flyers <p>Cllr Simons proposed that Sue Jobbins be engaged to write the grant application, this was agreed.</p> | Clerk |
| NP36 | <p>REVIEW OF PROJECT PLAN</p> <p>No amendments required at this time.</p> | |
| NP37 | <p>ANY OTHER MATTERS</p> <p>No matters raised under this item.</p> | |
| NP26 | <p>NEXT MEETINGS</p> <p>The next meeting would be on Thursday 7th April at 7pm.</p> | |

Signed: _____ Dated: 07/04/16