

**Minutes of the Neighbourhood Plan Steering Group
 held on Saturday 23rd January at the Union Chapel, School Lane, Weston Turville.**

PRESENT:

Parish Councillors: David Hillier, Mike Munday, Michael Connolly, Mandi Simons
Community Members: Ian Tilleard-Haines, Jenny Puddefoot, Keith Fensom, Margaret Stacey
Planning Consultant: Jenny Lampert
Clerk: Sarah Copley

NP20	<p>INTRODUCTIONS AND PURPOSE OF MEETING</p> <p>The purpose of the meeting was to put together a project plan with timescales for the steering group to work towards.</p>	
NP21	<p>PROJECT PLAN</p> <p>Jenny L had provided a template project plan and the group worked through each step to put in dates.</p> <p>Action:</p> <ul style="list-style-type: none"> • Clerk to circulate an electronic copy of the project plan, this document would be reviewed and updated at each steering group meeting. 	Clerk
NP22	<p>EVIDENCE GATHERING</p> <p>A major piece of work to be carried out would be evidence gathering for various issues. Members of the steering group agreed which areas they would focus on and each sub group would work together to gather the evidence which would eventually form part of the plan.</p> <p>Environmental: Keith Fensom, Mandi Simons, David Hillier</p> <p>Housing: Michael Conolly, David Hillier, Jenny Puddefoot (Martin Jarvis to be invited to join this sub group)</p> <p>Business and Connectivity: Mike Munday, Mandi Simons, Ian Tilleard-Haines</p> <p>Community Facilities: Ian Tilleard-Haines, Margaret Stacey, David Hillier</p> <p>Transport: Mandi Simons, Mike Munday, Michael Conolly</p> <p>Conservation and Heritage: Mandi Simons, Margaret Stacey</p> <p>Infrastructure: TBA</p> <p>Actions:</p> <ul style="list-style-type: none"> • All steering group members to begin researching their topics. • Clerk to circulate the maps and other information provided by AVDC. • Clerk to contact AVDC to find out when last housing needs survey done 	All

NP23	<p>IDENTIFY STAKEHOLDERS</p> <p>It would be necessary to consult with local and statutory stakeholders and there was some discussion around this.</p> <p>Action:</p> <ul style="list-style-type: none"> • Clerk to compile a starting list and circulate to all for further additions, she would also contact AVDC for a list of statutory consultees. 	Clerk
NP24	<p>OPEN DAYS</p> <p>It was agreed that the target date to launch the neighbourhood plan would be 21st April at the Annual Parish Meeting, followed by an open day on 23rd April for which the PACE centre was suggested as a venue. There would be a further consultation opportunity at the Village Fete in June.</p> <p>Jenny L stressed that a record must be kept of the number of people attending consultation events and all written comments should be kept until the plan is made as this would form part of the evidence of consultation with the public.</p> <p>The open days would need to be well publicised to encourage members of the public to attend, eg leaflet drop</p> <p>An article would be put in the next WT Times about the open days and calling for volunteers to assist.</p> <p>As well as open days, it was suggested that members of the steering group could go to local groups to get their views on the issues for the Neighbourhood Plan.</p> <p>Actions:</p> <ul style="list-style-type: none"> • MM to contact PACE centre to book for 23rd April • MSi to include article in WT Times 	MM MSi
NP25	<p>ANY OTHER MATTERS</p> <p>It was suggested that name badges be created for the steering group members to wear when visiting groups/consulting with residents.</p>	
NP26	<p>NEXT MEETINGS</p> <p>7pm on Thursday 4th February at the Village Hall – Vision and Objectives Workshop with Jenny Lampert</p> <p>10am on Saturday 6th February at the Union Chapel – Consultation and Engagement Strategy Workshop with Sue Jobbins</p> <p>7pm on Thursday 3rd March at the Village Hall – Steering Group meeting</p>	

Signed: _____ Dated: 03/03/16