



**Minutes of the Neighbourhood Plan Steering Group  
held on Thursday 8<sup>th</sup> September 2016 at the Village Hall, School Approach, Weston  
Turville.**

**PRESENT:**

**Parish Councillors:** Mandi Simons, Michael Connolly , David Hillier, Jim Paterson

**Community Members:** Ian Tilleard-Haines, Margaret Stacey

**Clerk:** Sarah Copley

**Consultant:** Sue Jobbins of Shaping Communities Ltd

NP61	<p><b>APOLOGIES</b></p> <p>Apologies were received from Jenny Puddefoot, Keith Fensom and Cllr N Treacher.</p>	
NP62	<p><b>MINUTES OF PREVIOUS MEETING</b></p> <p>The minutes of the meeting held on 7<sup>th</sup> July 2016 were agreed as a correct record and duly signed.</p>	
NP63	<p><b>QUESTIONNAIRE</b></p> <p>a) Content for cover sheet and questionnaire</p> <p>Cllr Simons and the Clerk had met with Sue Jobbins in August to review the consultation comments in order to form draft objectives. The objectives had been circulated to the steering group for comment and SJ had then drawn up a questionnaire based on these objectives.</p> <p>The group went through the questionnaire and cover sheet, SJ would make the amendments agreed and send the final version for proof reading to the group. It was agreed the proof reading be done by email unless there were a lot of comments, in which case an additional meeting would be arranged to sign off the questionnaire.</p> <p>b) Print / distribution of questionnaire</p> <p>Cllr Simons would obtain quotes for the Parish Council to consider at its meeting the following week.</p> <p>It was agreed the questionnaire should be distributed asap with the deadline for returns being 3 weeks after distribution.</p> <p>c) Online questionnaire and analysis of results</p> <p>A quote of £999 had been received from SJ's colleague to create an online version of the questionnaire and analyse those results. He would also input any hard copy questionnaires returned and include those in the analysis report at a cost of £400 per batch of 50. Aston Clinton had used his services and had been pleased with the report. After discussion it was agreed to engage Mike King of People and Places to carry out this work. An application for grant funding to cover these costs would be submitted.</p>	Clerk
NP64	<p><b>ANY OTHER MATTERS</b></p> <p>No matters raised under this item.</p>	
NP65	<p><b>NEXT MEETINGS</b></p> <p>It was agreed to hold the next meeting on Thursday 27<sup>th</sup> October at 7pm.</p>	

Signed: \_\_\_\_\_ Dated: 27<sup>th</sup> October 2016