

Notes from Neighbourhood Plan Steering Group Meeting

Parish Council Offices – Aston Clinton

16th January 2017 at 13:30

Present: Colin Read, Lesley Ronson, Roisin Stewart, Marion Mason, Liz Tubb, Ed Peile, Tony Winterbottom, Peter Wyatt and consultant Jenny Lampert.
Elaine Barry (assistant Clerk and minute taker)

	Item	Action
1.	<p><u>Review:</u></p> <p>Copies of the draft evidence papers had been sent to the consultant J Lampert prior to the meeting. The consultant had read through them along with catching up on where the steering group were with the consultations and feedback from the events_</p>	
2.	<p><u>Evidence Papers</u></p> <p>The group reviewed evidence papers on a topic by topic basis with the consultant. ACTION: Assistant clerk to formulate an action list and circulate to the group.</p>	Assistant Clerk
3.	<p><u>THE NEIGHBOURHOOD PLAN - Developing the Plan and the policies</u></p> <p>The Consultant J Lampert, recommended the group look at the Thame and Bledlow Neighbourhood plans</p> <p>Leisure</p> <p>Need to look at what actions can come out of this for the plan</p> <ul style="list-style-type: none"> - Could be opening Green park up to the public? - Improving on what we have got - Improving access to chilterns - Future proofing play areas - Disabled access - Re-instating footpaths to the Chilterns from the park and up stablebridge Road - Community centre <p>Environment/Landscape consultant</p> <p>The Consultant J Lampert recommended hiring a Landscape consultant to prepare a Landscape and visual impact assessment LVIA for back-up evidence to protect views and green buffer zone.</p> <p>ACTION: Assistant Clerk to source 3 consultants for group to review</p>	<p style="text-align: center;">ALL</p> <p style="text-align: center;">LT/ALL</p> <p style="text-align: center;">Assistant Clerk</p>
4.	<p><u>Budget</u></p>	

	<p>It was AGREED that a further virement should be recommended to full council to cover consultant fees.</p> <p>ACTION: Assistant Clerk to ask Clerk to add to next full council meeting agenda</p>	Assistant Clerk
5.	<p><u>Possible housing policies</u></p> <p>The Consultant J Lampert suggested a number of policy options for the group to consider when developing the plan policies including:</p> <ul style="list-style-type: none"> - Sustainable development polices for larger sites – general (either specifically written for AC or to refer to LPAs own version) - A spacial policy for the parish - definition of settlement boundary - Development of windfall sites including definition - Affordable housing - Site specific policies - General Design policy (example new dwellings have to be of high quality) - Provide a mix of housing types - Propose conservation area? - Policy that refers to listed buildings without a specific conservation area 	
6.	<p><u>Define the settlement boundary for Aston Clinton</u></p> <p>Consultant J Lampert identified the need to define a settlement boundary and to include sites that have been approved within this boundary.</p>	
7.	<p><u>Draft plan</u></p> <p>Contents/structure: ACTION: Group do decide on draft contents/structure</p> <p>ACTION: Each topic head to present their ideas for the plan to Liz, Colin and Elaine in bullet point/list format.</p> <p>DEADLINE: Prep for Meeting on 1st February</p>	<p>ALL</p> <p>ALL</p>
8.	<p><u>Date of next meeting</u></p> <p>1st February 2017 – plan writing working session.</p> <p>ACTION: Assistant clerk to arrange suitable times for topic heads to meet with L Tubb, C Read and the assistant clerk.</p>	Assistant clerk