

Notes from Neighbourhood Plan Steering Group Meeting

Parish Council Offices – Aston Clinton

18th March 2016 at 15.00

Present: Colin Read, Liz Tubb, Peter Wyatt

In attendance: Sue Jobbins, Consultant & Elaine Barry (assistant Clerk and minute taker)

	Item	Action
	<p><u>Purpose of the meeting</u></p> <ul style="list-style-type: none"> • To discuss and agree on the allocations of the third tranche of funding from locality • Update on questionnaires • Next steps 	
	<p><u>Grant application/Finance</u></p> <p>The total amount of grant funding available had increased from £8,000 to £9,000 The following had been applied for and received to date:</p> <p>Tranche 1 = £3,200 Tranche 2 = £3,000 (with an underspend of £150) which would be returned to locality</p> <p>In Tranche 3 the committee would be applying for £2,650 to cover the following:</p> <p>Support with NP questionnaire inputting, collation, analysis Cost: £2,000.00 Evidence Review session with Steering Group Cost: £200.00 Development of power point presentation to support further information sharing at key points in the process Cost: £50.00 Neighbourhood Plan options development sessions with Steering Group (2 x half day sessions) Cost: £400.00</p> <p>Consultant to draft the application</p>	SJ
	<p><u>The Questionnaire</u></p> <p>The assistant clerk had counted approximately 300 questionnaires returned to date (including online and hard copy). The remaining questionnaires would be collected and counted in the next few days.</p>	EB

	<p><u>Next steps</u></p> <p>Consultation with groups</p> <ul style="list-style-type: none"> • Older people • Business people • Young people <p>As a follow up from the questionnaire the steering group would ask the groups if there was anything in particular that stood out as a concern?</p> <p>C Read, Liz Tubb to approach the groups and hold informal sessions in the coming months</p> <p>Consultant Sue Jobbins to provide a template with 6 or 7 questions targeted to particular demographics that the NHP group can use. Also to provide a 10-15 minute power point slide on Neighborhood plans. The consultant stressed the importance of being consistent among the groups.</p> <p>Consultation feedback event</p> <p>Consultant Sue Jobbins offered to loan the committee a display board for the event</p> <p>Information on the day to include:</p> <ul style="list-style-type: none"> • Questionnaire feedback <ul style="list-style-type: none"> ○ Summary under each topic ○ Charts with headline information • Final draft objectives informed by the public's feedback <ul style="list-style-type: none"> ○ Including any comments about these objectives ○ Inviting the residents to make any further comments • Anecdotal evidence from 1st consultation <p>After the event there would be a need to work out what options are to go into the draft plan.</p> <p>Options day</p> <p>Consultant Jenny Lampert will review the summary of the questionnaire which will set out the preferences. The group will decide what goes into the plan.</p> <p>Steering Group Workshop</p> <p>Consultant Sue Jobbins recommended a half day workshop to review evidence pulled together so far and to look at the evidence from the questionnaire analysis.</p>	<p>CR/LT</p> <p>SJ</p> <p>SJ</p> <p>JL/All</p>
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