

Notes from Neighbourhood Plan Steering Group Meeting

Parish Council Offices – Aston Clinton

18th May 2017 at 18:30

Present: C Read, L Tubb, P Wyatt, L Ronson, M Mason, R Stewart & E Barry (assistant Clerk and minute taker)

	Item	Action
1.	<p><u>Settlement Boundary</u></p> <p>The revised draft was reviewed by the Group and AGREED to.</p> <p>The assistant clerk would arrange for delivery of the map to AVDC to be digitized</p> <p>It was AGREED that the map should be included in the main body of the plan as well as an appendix. M Mason/Assistant Clerk to add to the plan.</p> <p>The assistant clerk informed the group that the map production would be at a cost of £40 plus VAT per hour and that AVDC anticipated it taking between 1 to 1.5 hours to produce. The Group AGREED to proceed.</p>	<p>Assistant Clerk</p> <p>M Mason/ Assistant Clerk</p>
2.	<p><u>Draft Plan</u></p> <p>The following items were discussed and resolved:</p> <ul style="list-style-type: none"> • Reference sources for Business text in Section 1 RESOLVED: working from home figures to be removed from document as the group queried the validity of the source and relevance to the plan. • Reference source for Health text in Section 1 RESOLVED: Referenced correspondence between CCG and AVDC • Section 1 – The Process RESOLVED: Meetings with Doctors and Dentist took place in the latter part of 2016 • Section 2 – Housing materials design brief policy HQD3 ACTION: Complete and send to group for review • Community Centre S106 value in Section 2 RESOLVED: Value checked and agreed • Health and Education Section 2 Policy E1 – Map required for showing shaded areas X, Y and Z on the Map (site area with Chinese restaurant and Cars go Go) ACTION: Use a version of the settlement boundary map to shade the areas ACTION: Add map to the plan • Appendices ACTION: To be added included and formatted where necessary <p>ACTION: Update the plan with any RESOLVED items in the above list</p>	<p>C Read</p> <p>M Mason</p> <p>M Mason/ Assistant Clerk</p> <p>M Mason/ Assistant Clerk</p> <p>L Tubb</p>

3.	<p><u>Publication date for the plan</u></p> <p>The Assistant Clerk informed the group that the leaflets would be distributed to residents from 30th May until 11th June as the distribution company would take approximately 10 days to deliver to all.</p> <p>To be sure that all residents had received the leaflet prior to the publication date of the plan it was AGREED that the publication date would be the 14th June 2017</p>	
4.	<p><u>Housing table</u></p> <p>The Assistant clerk circulated to the group a copy of the housing figures provided by AVDC for the group to go through line by line. Not all of the figures were correct so the group amended where necessary.</p> <p>The following was AGREED:</p> <ul style="list-style-type: none"> • The revised figures to be amended on the final table • New category of PC (partially complete) to be added and table updated • Two versions to be created <ol style="list-style-type: none"> 1. Full detailed breakdown for the appendix 2. Summary breakdown to include in the plan to include only – Location, P.P.S, Complete, Gross Dwellings, Dwellings lost and Total Net Dwellings <p>ACTION: Update the table/s to include the AGREED bullet points above</p> <p>ACTION: Add summary version to the plan</p> <p>ACTION: Format and Add full version as an appendix</p>	<p>Assistant Clerk</p> <p>Assistant Clerk</p> <p>M Mason/ Assistant Clerk</p>
5.	<p><u>Plan Period</u></p> <p>AVDC had recommended a plan period of 2013 – 2033.</p> <p>It was AGREED that the Assistant Clerk would consult with the planning consultant before making a final recommendation to the group. The group would then AGREE via email.</p>	<p>Assistant Clerk</p>
6.	<p><u>Pre-submission Process</u></p> <p>1. Consultees</p> <p>The assistant clerk read to the group the list of consultees for this phase of the process as follows:</p> <ul style="list-style-type: none"> • All residents and Businesses of the Parish • AVDC • Statutory consultees (this list had been provided by AVDC) • Neighbouring Parishes • District Councilors 	

	<p>ACTION: Consultation Letter to be drafted and sent to group for approval</p> <p>2. Village life article</p> <p>The Assistant Clerk reminded the group that an article would be published in the next addition of village life in early July, announcing the upcoming pre-submission and where to go for the further details including a copy of the plan and how to comment.</p> <p>3. Leaflet to residents and businesses</p> <p>Prior to the meeting the Group had AGREED to the following:</p> <ul style="list-style-type: none"> • The group agreed that the leaflet announcing the publication of the draft plan should also include a summary of items within the plan. • L Tubb would draft the leaflet and circulate to the group for comment and agreement. This had been done. <p>At the meeting, the following items were discussed and AGREED:</p> <ul style="list-style-type: none"> • ACTION: To design and produce the artwork and to send to the printer • To use the printer who produced the leaflet for the last consultation event <ul style="list-style-type: none"> ◦ ACTION: To obtain quotes, lead times and organize the logistics • To use the same distribution company who distributed the leaflet for the last consultation <ul style="list-style-type: none"> ◦ ACTION: To obtain lead times and book • ACTION: To hand deliver to businesses in the Parish • ACTION: To distribute to public places including café in the park, hairdressers, PO, Pubs etc.. <p>4. Hard Copies of the Plan</p> <p>It was AGREED that Hard Copies of the Plan would be made available in the Parish Offices for those who did not have access to a computer or the internet.</p> <p>ACTION: To print, initially, 10 copies</p> <p>5. Consultation Events</p> <p>The following was discussed and AGREED:</p> <ul style="list-style-type: none"> • To run 2 drop-in Question and answer events for residents and stakeholders to attend on the following dates: Sunday 2nd July 2017 between 11.00am-1.00pm and Thursday 20th July 2017 between 6.00-8.00pm • ACTION: Details to be added to the leaflet <p>6. Other forms of advertising the plan</p> <p>It was AGREED that to reach as many interested parties as possible, the pre-submission would also be advertised through the following channels:</p>	<p>Assistant Clerk</p> <p>L Tubb</p> <p>M Mason</p> <p>Assistant Clerk</p> <p>Assistant Clerk</p> <p>P Wyatt/R Stewart</p> <p>L Ronson</p> <p>Assistant Clerk</p> <p>M Mason</p>
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	<ul style="list-style-type: none"> • Social Media • Parish Council and NHP websites • Posters to be distributed through the village • Bucks Herald • Possibly a large 3 X 1m banner (TBD) • Email to NHP update opt in email list • Email to Community group leaders <p>7. Comments Form</p> <ul style="list-style-type: none"> • ACTION: To be drafted and circulated to the group for agreement • ACTION: To be uploaded to the website <p>8. Responses Form</p> <ul style="list-style-type: none"> • ACTION: Collate comments and produce report 	<p>PC Clerk</p> <p>Assistant Clerk/ M Ramsey</p> <p>L Ronson</p> <p>Assistant Clerk</p> <p>M Mason</p> <p>Assistant Clerk</p> <p>Assistant Clerk</p> <p>M Mason/ Assistant Clerk</p> <p>M Ramsey</p> <p>E Peile</p>
7.	<p><u>Date of next meeting</u></p> <p>No date was set for the next meeting</p>	