

Neighbourhood Plan Steering Group Meeting

Parish Council Offices – Aston Clinton

19th Oct 2015

Present: Colin Read, Liz Tubb (until 11.25), Keith Loxley, Peter Wyatt,

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

	ITEM	ACTION
1.	<p style="text-align: center;">Purpose of the meeting</p> <ul style="list-style-type: none"> • To discuss grant funding for second tranche • Decide on priorities • Writing of the application 	
2.	<p style="text-align: center;">Evidence gathering</p> <p>The committee discussed the depth of detail required for evidence gathering and SJ recommended:</p> <ul style="list-style-type: none"> • 1 A4 side per topic • Pull together the key points, keep it simple • Evidence to be proportional to the size of area covered <p>The following questions were raised by the committee:</p> <ol style="list-style-type: none"> 1. How to organize the evidence gathering - Jennifer Lampert would be meeting with the committee to go through the topic headings - who is heading up which topic and would point people in the right direction. 2. Should the committee be looking to employ consultants – the levels of funding would not support this and it is more usual for volunteers to be utilised when developing a NHP. <p>KL recommended the need for:</p> <ul style="list-style-type: none"> • An agreement on strategic approach. • Honing in on headings and understanding them. • Page and half put together for a brainstorming session - to see if there are overlaps. • The plan to reflect what the people of AC want. 	
3.	<p style="text-align: center;">Local Plan</p> <p>SJ informed the group that the relevance of the local plan covers the next 25 years. AV could make changes to the local plan that could have an impact on AC NHP and therefore it is important to dove tail AV and AC where possible.</p> <p>In terms of housing/development, the recommendation following the evidence gathered, for number developments deemed appropriate for AC, would have to fall within the amount allocated (cannot be less).</p> <p>Jennifer Lampert would be pulling together the policy and in order to do this, would</p>	

	be looking at the AV plan. ACTION: CR to email JL informing her that AV are putting their proposal in this week.	CR
5.	<p style="text-align: center;">Grant application/Finance</p> <p>Monitoring form:</p> <p>ACTION: SJ recommended creating a spreadsheet detailing spend and allocated spend from the first tranche of funding and informed the group that locality would take at least a month to go through the monitoring form. CR and EB would meet to go through invoices.</p> <p>Grant application:</p> <p>SJ would make the assumption that all the 3,200 had been spent/allocated.</p> <p>Tranche two – SJ will build in policy writing and the breakdown would be as follows:</p> <p>0.5 days (£200) to continue attending meetings over next 6 months 2 days policy support for £800 2 day (£400) for continued support with evidence gathering 2.5 days (£1,000) to support developing Questionnaire 0.5 days (£200) for SJ to support steering group meetings (take out SJ's support for the options exhibition & swap with website (£400) design and ongoing support)</p> <p>This will allow 1,800 in the third tranche for writing the plan.</p> <p>ACTION SJ will write the application from home and forward to EB to upload</p> <p>Precept:</p> <p>If extra costs were incurred due to incompatible timings with the publication of village life, these would need to be paid from the NHP precept budget.</p>	<p style="text-align: center;">EB/CR</p> <p style="text-align: center;">SJ/EB</p>
6.	<p style="text-align: center;">Timings</p> <p>Timings</p> <p>6 week consultation before going to AV. Then about 5 months with them.</p> <p>Questionnaire – in order to get it out in Feb: SJ would be looking at early January to look at the questionnaire. Given this and what needs to be done beforehand, SJ suggested mid-December to be more realistic for getting the evidence together.</p> <p>ACTION SJ to send an email with dates and a thorough breakdown of what she will be doing.</p> <p>Then publishing, printing, distribution and collation of information.</p>	SJ
7.	Meeting Ended	