

**Action points from Neighbourhood Plan Steering Group Meeting**

**Parish Council Offices – Aston Clinton**

**22<sup>nd</sup> March 2017 at 18.00**

Present: Colin Read, Liz Tubb, Lesley Ronson, Roisin Stewart, Marion Mason, Keith Loxley, Tony Winterbottom  
Elaine Barry (assistant Clerk and minute taker)

	Action	Responsible
	<p><u>Engagement of Landscape consultant and specialist planning consultant:</u></p> <p>NOTE: It was AGREED at the Full Parish Council Meeting on 1<sup>st</sup> February to engage the assistance of a landscape consultant and specialist planning consultant to assist in the development of policies for the plan and to provide further evidence to support the environmental proposals, buffer zone and protection of important views.</p> <p><u>Meeting with AVDC</u></p> <p>Following a meeting with the NHP liaison officers at AVDC on the 7<sup>th</sup> March, the Assistant Clerk had distributed the notes from that meeting and the group discussed the allocation of sites. It was AGREED that sites that had already been approved would be included in the plan.</p> <p>The Steering Group discussed and AGREED to the following ACTIONS:</p>	
1	Agreed garden boundary lines	N/A
2	Seek Clarification how far the settlement boundary needs to go along Aylesbury Road (gap between last two settlements to the north)	EB
3	Identify whether ?(1) on the map is included in the 93 homes south of Aylesbury road site and report back/update	TW/EB

	map	
4	?(2) on map – Seek Clarification from consultant a. Do we need to include in settlement boundary to have control? b. Should we put a policy against this? c. Are we able, through the plan, to control future changes from business to residential on a commercial site?	EB
5	?(3) Check boundary issues with consultant	EB
6	Reference sources on the plan (see comments on draft plan in section 1 under business) and feedback to Liz	PW
7	Email Keith info re green spaces and landscape from the plan	LT
8	Send draft plan to AVDC and ask if they have enough to start the screening process	EB
9	Send draft plan to Ed to do an edit (cc the group) - Ed to use track changes (ED has free time Weds/Thurs 29 <sup>th</sup> /30 <sup>th</sup> or WE of 1 <sup>st</sup> April and would ideally like advance notice)	LT/Ed
10	Green Spaces report – Keith to look into and report back what needs doing and whether he can do it	KL
11	Complete draft Green spaces report for review	KL
12	Check on and report back details of the planning consent for Halton brook estate	TW
13	Ed and Tony to check their housing figures as they are quoting different numbers from the census.	EP & TW
14	Update the housing numbers table – email NHP liaison	TW/EB – in progress
15	Insert table into the plan	EB
	Following updating of housing numbers table – revise the figure in the plan in sentence “Although the VALP envisages only 350 new dwellings by 2017, in fact the latest planning applications <b>already approved</b> by AVDC to date point to 487 new dwellings. “	EB/LT

16	Provide Liz with list of any consultations/conversations with groups/bodies (including school, GP etc...)	CR & EP
17	Display maps, suggested photos (including photos of the properties at the spinney) for group to view	MM
18	Populate plan with the maps and photos and final formatting of plan	MM
19	Provide Liz with more details on the types of materials for policy HQD1 – housing design	CR
20	Finalise settlement boundary	Group
21	Send settlement boundary map to AVDC for digitizing	EB
22	Draft Basic conditions statement	LT
23	<p>GOAL: Draft Plan to be complete and out to residents and statutory bodies by end of April. (Although it was AGREED that this might be a bit of an overly ambitious target as some of the work would be dependent on factors outside of the Steering Committee's control).</p> <p>It was expected that the draft plan would be sent to relevant parties for review, recommendation and revision a number of times before final agreement and publication.</p>	