

Notes from Neighbourhood Plan Project plan update meeting

Parish Council Offices – Aston Clinton

31st May 2016 at 09.15

Present: Ed Peile, Sue Jobbins & Elaine Barry (assistant Clerk and minute taker)

	Item	Action															
	<p><u>Purpose of the meeting</u></p> <ul style="list-style-type: none"> • To update NHP project plan 																
	<p>The group went through the project plan line by line up to Step 3.</p> <p>Actions:</p> <p>S Jobbins to email dates on the following to E Peile and E Barry. E Peile to update project plan up to step 3 and send a copy to S Jobbins and the assistant clerk</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">TASK</th> <th style="width: 30%;">OWNED BY:</th> <th style="width: 55%;">TASK</th> </tr> </thead> <tbody> <tr> <td>1a</td> <td>Parish Council</td> <td>Parish Council decision to produce a NHP</td> </tr> <tr> <td>1b</td> <td>LPA</td> <td>Statutory area designation</td> </tr> <tr> <td>1c</td> <td>Parish Council</td> <td>Identification of Steering Group</td> </tr> <tr> <td>1g</td> <td>Steering Group and Sue Jobbins</td> <td>Development of Consultation Strategy and time line for consultation events (to form part of over-arching project plan)</td> </tr> </tbody> </table> <p>E Peile to email assistant clerk a copy of the Consultation & Engagement document Assistant clerk to email to steering group to re-read Assistant clerk to send to Mervyn for uploading to website</p>	TASK	OWNED BY:	TASK	1a	Parish Council	Parish Council decision to produce a NHP	1b	LPA	Statutory area designation	1c	Parish Council	Identification of Steering Group	1g	Steering Group and Sue Jobbins	Development of Consultation Strategy and time line for consultation events (to form part of over-arching project plan)	<p>S Jobbins E Peile</p> <p>E Peile Assistant Clerk Assistant Clerk</p>
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	<p><u>Demographic Consulting</u></p> <p>The group discussed the consultation process with demographic groups and the assistant clerk added the item to the agenda for discussion at the next NHP steering group meeting on the 22nd June.</p> <p>S Jobbins would bring her pop-up board for the group to use when she next came to the Parish Offices on the 22nd June.</p>	<p>Assistant Clerk</p> <p>S Jobbins</p>															

	<p><u>Website</u></p> <p>S Jobbins recommended the following updates to the website:</p> <ul style="list-style-type: none">• Add a short paragraph on the draft VALP and ACNHP to alleviate any confusion between the two.• Add a call for sites opportunity for anyone who missed the opportunity through the questionnaire. Deadline to be decided. Advertising on the website and village life if possible.	Assistant Clerk
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