

Neighbourhood Plan Steering Group Meeting

Parish Council Office – Aston Clinton

Monday 27th July 2015 at 4pm

Present: Colin Read (Chairman), Alec Just, Keith Loxley, Prof Ed Peile, Tony Winterbottom and Jenny Just (temporary Minutes Secretary)

Apologies: Liz Tubb (Vice-Chairman & Secretary)

	ITEM	ACTION
1.	<p>Welcome to new Group member</p> <p>The Chairman welcomed Tony Winterbottom, a former AC parish councillor, who has agreed to join the Support Group.</p>	
2.	<p>Resignation</p> <p>It was noted with regret that Bob Mason had resigned from the Steering Group.</p>	
3.	<p>Disclosure of interest</p> <p>Prof Ed Peile and Tony Winterbottom disclosed to the Group respective interests in the development of land within the Aston Clinton Neighbourhood Plan designated area.</p>	
4.	<p>Approval of previous minutes and matters arising</p> <p>The Minutes of the last meeting were approved unanimously. Alec J had not been able to access the second part (when Jennifer Lambert was present) but having been briefly shown the missing page, agreed to concur with the rest of the committee. Colin R signed his copy of the Minutes for the file. No matters were raised arising from the previous minutes.</p>	
5.	<p>Consideration of Project Plan</p> <p>Tony W asked for brief clarification of the NHP process and the three standing members gave a short explanation of the progress to date and of the forthcoming launch plans. Keith produced a timeline showing the sequence of project plan stages leading to the referendum in early 2017.</p>	
6.	<p>Consultation launch event</p> <p>Consideration of project plan</p> <p>Keith and Alec had met to agree an exhibition plan and timeline. Keith has experience of organising exhibitions and produced a project plan and timeline needed to finish in time for the event opening on Friday 4th September. He reported that Ian Robertson, a graphic designer and Aston Clinton resident, had agreed to prepare, pro-bono, artwork for 8 to 10 display panels, ... / over</p>	

	ITEM	ACTION
	<p>each 2m high by 0.8m wide explaining the process and including an area plan, all based on suggested wording from the consultants. As well as the panels, it is intended to include a repeating Power-point presentation showing photographs, plans, etc. expanding and supporting the messages on the panels.</p> <p>The panels will be displayed in the form of self-supporting roller banners each with an overhead spotlight, standing on tables around the hall.</p> <p>A timeline showing the plan stages in simplified graphic form will be displayed in the form of a wall-hung 2m banner</p> <p>Externally, there will be a large free-standing 2-sided banner outside the Anthony Hall on the two exhibition days and numerous encapsulated posters will be displayed around the village during the run-up to the event.</p> <p>Ed P offered to display a large poster on his property boundary.</p>	<p>Keith L/ Alec J</p> <p>Keith L/ Alec J</p> <p>Keith L/ Alec J</p> <p>Keith L/ Alec J</p> <p>Ed P</p>
7.	<p style="text-align: center;">Topics to cover</p> <p>Keith L detailed the proposed panel headings as follows:</p> <ol style="list-style-type: none"> 1. What is a Neighbourhood Plan? 2. How do you produce a Neighbourhood Plan? 3. What can the Plan achieve? 4. We can't turn back the clock! 5. What will a good Neighbourhood Plan give to Aston Clinton? 6. Why bother? 7. What can I do? <p>On tables around the hall, there will be a number of A2-size message boards each headed with a different topic accompanied by a supply of large-size Post-it notes (and pens) where visitors can leave their comments and suggestions.</p> <p>Ed P offered to analyse these after the event.</p> <p>It was suggested that Rosemary and Phil Storr might have some useful slides or photographs to lend for the event.</p> <p>Alec J said he was awaiting news from the secretary of the Halton Aeroplane Club who had offered to investigate the possibility of one of their members taking aerial photographs of Aston Clinton pro bono. <i>(Alec J received a message after the meeting to say that this was unfortunately not possible because AC is on the flight path of RAF take-offs and landings and strict noise abatement rules).</i></p> <p>Solopress.com will produce the roller banners which will display a sequential series of messages designed to inform and engage the visitor.</p> <p style="text-align: right;">... / over</p>	<p>Keith L/ Alec J</p> <p>Ed P</p> <p>Colin R</p> <p>Keith L/ Alec J</p>

	ITEM	ACTION																
	<p>At least one Steering Group member will be required to stand by one or more banners for consultation with visitors on the days of the launch. A pre-launch briefing will be arranged to agree a common line on NHP Steering Group policy</p> <p>Colin agreed to ask Norman and Jean Savigar and Toby Comerford to attend on both days if possible. Tony may be available on Friday 4th July but not on Saturday 5th.</p> <p>On the subject of needing to expand medical facilities, Ed P advised that one large health centre would be more efficient and effective than two smaller surgeries at either end of the village.</p>	<p>ALL</p> <p>Colin R</p>																
8.	<p style="text-align: center;">Costs</p> <p>Keith asked for approval of the estimated expenditure necessary on what would need to be a professional-standard exhibition if the NHP launch is to seriously engage the interest and attention of residents. The VAT-inclusive estimates are:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">10 cassette banners with spotlights</td> <td style="text-align: right;">720.00</td> </tr> <tr> <td>1 x 2m banner</td> <td style="text-align: right;">102.00</td> </tr> <tr> <td>1 external 2-sided 2m banner</td> <td style="text-align: right;">198.00</td> </tr> <tr> <td>40 x A2 plain foam boards</td> <td style="text-align: right;">48.00</td> </tr> <tr> <td>400 large Post-it notes</td> <td style="text-align: right;">18.00</td> </tr> <tr> <td>Encapsulated posters & publicity</td> <td style="text-align: right;">150.00</td> </tr> <tr> <td>Contingency fund</td> <td style="text-align: right;">500.00</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">£1736.00</td> </tr> </table> <p>Total (excl. rent of Hall)</p> <p>Keith requested approval of budget not to exceed £2000 to be agreed by the end of July, in order to activate the launch plan.</p> <p>Colin agreed to discuss the need for urgent approval with the Planning Committee and the Parish Clerk and to have confirmation to Keith L and Alec J by that date.</p>	10 cassette banners with spotlights	720.00	1 x 2m banner	102.00	1 external 2-sided 2m banner	198.00	40 x A2 plain foam boards	48.00	400 large Post-it notes	18.00	Encapsulated posters & publicity	150.00	Contingency fund	500.00		£1736.00	<p>Colin R</p>
10 cassette banners with spotlights	720.00																	
1 x 2m banner	102.00																	
1 external 2-sided 2m banner	198.00																	
40 x A2 plain foam boards	48.00																	
400 large Post-it notes	18.00																	
Encapsulated posters & publicity	150.00																	
Contingency fund	500.00																	
	£1736.00																	
9.	<p style="text-align: center;">Any other business</p> <p>Ed P enquired whether, under our Terms of Reference, the Parish Council had to approve membership of the NHP Steering Group. He was informed by the Chairman that the PC would be advised that both Ed P and Tony W were now part of the Support Group.</p>	<p>Colin R</p>																
10.	<p style="text-align: center;">Date of next meeting</p> <p>It was agreed that a meeting should be arranged within the next two weeks, i.e. before 10 August; with a further briefing meeting before the launch. Ed P agreed to set these up via Doodle.</p> <p>There being no other business, the meeting ended at 5:15pm.</p>	<p>Ed P</p>																