

NEIGHBOURHOOD PLANNING COMMITTEE  
STEEPLE CLAYDON

Notes of the 4<sup>th</sup> meeting of the Steeple Claydon Neighbourhood Planning Committee held on 11<sup>th</sup> May 2015 at the Mark Bulman Parish Room, St Michael's Church, Queen Catherine Road, Steeple Claydon MK18 2PZ

Present: Mr Paul Firth (In the Chair)  
Ms Tonia Vincent  
Mr John O'Dwyer  
Mr Paul Shaw  
Mr Chris Coombs  
Ms Bev Trevitt  
Ms Betty Picknell  
Mr Adam Graveley  
Mr Ian Millard  
Mr Dave Jenner  
Ms Julie Milne

Apologies: Mr Alan Dalley

1. Opening of the meeting

The meeting was opened at 7.30pm.

2. Apologies

Paul Firth welcomed a new attendee; Dave Jenner. The above apology was announced.

3. Adoption of draft agenda

Again it was agreed that there would be no formal agenda but this would be created as the meeting progressed and ideas were shared.

4. Points discussed

The following wording has been agreed and shared with the editor of the Steeple Claydon Newsletter (SCN) for publication in the next issue:

**DO YOU CARE ABOUT THE DEVELOPMENT OF STEEPLE CLAYDON?**

**THE NEIGHBOURHOOD PLAN TEAM NEEDS YOU!**

Led by Cllr Paul Firth, we are looking for additional volunteers from around the village to contribute to the development of the Steeple Claydon Neighbourhood Plan.

See our website for further information and watch this space for monthly updates.

Anyone interested can contact us through the Parish clerk ([clerkscpc@btinternet.com](mailto:clerkscpc@btinternet.com)) or through our website: <http://www.bucksvoice.net/scnp/>

Paul Firth advised that we have formed a link with the County Council and he has been re-elected to the Parish Council. He is keen to persuade the new Parish Councillors that the Neighbourhood Plan should continue as it is reliant on their support.

The Steeple Claydon Residents Group has expressed an interest in what we are doing. An invitation has been extended to them to attend these meetings but no response has been received as yet.

The properties included within the NP area are all those in our parish. This includes the old houses in Calvert including those in Brackley Lane. The new houses in Calvert Green are not included and our NP will not apply to them.

Bev advised that there is a document published by AVDC outlining actions for the development of a NP. Paul Firth confirmed that he has a copy and will circulate this. Stage 1 has already been achieved and we are currently working on Stage 2, which is the hardest and most time consuming with the following actions becoming easier or out of our control.

**ACTION: PAUL FIRTH**

An environmental toolkit has been produced to assist with developing a NP and a link to the person that can supply this has been provided. Adam will make contact and test it to see if it's appropriate to our needs..

**ACTION: ADAM GRAVELEY**

It has been recognised that Sustainability Appraisal (SA) and/or a Sustainable Environmental Assessment (SEA) may be required as part of the development of the Plan.

It is likely that the NP will have more impact in any future planning applications if the Plan includes analysis of potential sites and the reasons for their selection.

### Developing the Plan

The next actions are:

1. Activities to develop the NP
2. Admin systems/people and processes available to do it

These were broken down into the following stages:

Activities	Admin
<p>Development sites</p> <ul style="list-style-type: none"> <li>~ Our approach</li> <li>~ Call for sites (perhaps)</li> <li>~ Contact with landowners</li> <li>~ Contact with developers</li> </ul> <p>Baseline information and evidence (where are we now and what's happening in the village)  <i>Note: there is a 2011 fact file which is now out of date. The electoral Register can be used for information</i></p> <ul style="list-style-type: none"> <li>~ Contact orgs for data</li> <li>~ Details of stakeholders <ul style="list-style-type: none"> <li>△groups (previously identified)</li> </ul> </li> <li>~ Messages to stakeholders</li> <li>~ Reaching all groups in the village (process)</li> </ul> <p>Surveys</p> <ul style="list-style-type: none"> <li>~ Develop survey</li> <li>~ Conduct survey</li> </ul> <p>Demographics</p>	<p>Website</p> <p>Document control</p> <p>Graphics</p> <p>Surveys</p> <p>Public meetings</p> <p>Record our activities</p> <p>Publicity and communications</p> <p>Name, email and address</p>

A map has been provided by AVDC identifying red sites and green sites for development. Chris has a copy and will circulate this to the group so that work can commence on deciding what our parameters are for selecting sites.

**ACTION: CHRIS COOMBS**

Julie will be the contact for enquiries (email, letter, etc.) although the clerk's email address will continue to be used for current official correspondence. The SCNP team has an email - [scnp@mail.com](mailto:scnp@mail.com) - and has been added to the website. Ian and Adam have access.

### **Communications**

It was agreed that the last draft of wording for the front page of the website circulated by Chris was approved.

Tonia suggested setting up a small sub-group of 2-3 people to complete the remaining messages and circulate to the rest of the group. Ian agreed that it's important for all to have the opportunity to comment and for consensus to be achieved. Chris advised that the wording needs to be completed and agreed by publication of our message in the SCN which is scheduled for 28<sup>th</sup> May. Adam added that it is important to keep regular communication and Betty added that this should be accessible for those without access to a computer. Tonia advised that there will be regular monthly updates in the SCN.

It was agreed that there would be a sub-group formed to deal with PR and Communications headed by Paul Shaw with Tonia providing networking expertise, Chris adding his writing talent and Ian his IT skills.

**ACTION: PAUL SHAW**

The following PR and Communication programme was suggested:

#### PRE-LAUNCH

Publicity in Parish Mag

Publicity on SCPC website

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#### LAUNCH

Website live  
Publicity in newsletter  
Published information

BASELINE CONSULTATION

Direct contact

Consultation Forum

THE FUTURE CONSULTATION

Tonia advised that she had made a suggestion regarding individual's biographies but received conflicting responses. It was felt that the questions that need to be addressed are: Who are these people? How are they qualified? Are they representing a broad enough sector of the village? To this end Adam suggested having one paragraph that lists the group's collective skills. All members are requested to email a sentence outlining individual skills and years residency in the village to Tonia and she will put this paragraph together and circulate for approval.

**ACTION: ALL & TONIA VINCENT**

The storage of the documents used and/or created by the group was discussed and Adam will set up a private area on the website where the documents being worked on can be seen by members only. Once completed, they will be available in the public area of the website.

**ACTION: ADAM GRAVELEY**

Ian will become the document owner within a sub-group responsible for making changes to online documents and John will be responsible for editing and copy checking written documents.

The topics to form the baseline information were agreed and distributed amongst the group as follows:

<b>TOPIC</b>	<b>OWNERSHIP</b>
Housing	Chris Coombs
Health	Tonia Vincent
Recreation	Paul Firth
Education	?Simon (School Governor)
Traffic/Transport	Dave Jenner
Business	Julie Milne
History	Betty Picknell
Social Cohesion	Ian Millard/Bev Trevitt
<b>RESPONISBILITIES</b>	
Data	Chris Coombs
Stakeholder Co-ordination	Ian Millard
Sustainability	Adam Graveley/John O'Dwyer
Overall Baseline	Dave Jenner

Paul Shaw will produce business cards for all members containing a brief message about what we do, where to find further information and an invitation to get involved.

**ACTION: PAUL SHAW**

Paul Firth suggested that we could request participation for individual stages if people did not want to be involved in the whole process.

Bev suggested that by asking questions during the baseline information gathering exercise such as: *Who are you? What do you want? What are your development plans?* may allow us to extract the information for the baseline and retain the additional information for later which could also provide some clues as to what questions to ask in the survey. Ian added that this is a good communication exercise and a good way of bringing the community together.

Also with regard to funding, Bev advised that following application, receipt of funds takes approximately one month with a budget of approximately £8k available. Paul Firth suggested that we identify in which areas we need help and assess if an expert could complete the work quicker than we can ourselves. If so, a quotation should be obtained and the funds secured.

Tonia will start a survey questionnaire using that provided by Marsh Gibbon (Document 11) as a guide.

**ACTION: TONIA VINCENT**

Chris will circulate the data he currently has on housing/cars/people using the village.

**ACTION: CHRIS COOMBS**

Paul Firth will forward some suggestions to Dave covering the baseline requirements across all topics. Dave will develop an outline of tasks and circulate this to the group.

**ACTION: PAUL FIRTH & DAVE JENNER**

Dave, Ian, Chris and Paul Firth will work together in the first week of June to develop a Gantt chart detailing the timelines for the completion of tasks set which can be updated and added to as current tasks are completed and new ones set. The end of the year was agreed as a good target for completion of the Stage 2 detailed on the AVDC development document with the first consultation to be completed by the end of October 2015.

**ACTION: DAVE JENNER, IAN MILLARD, CHRIS COOMBS & PAUL FIRTH**

Paul Firth closed the meeting at 9.55pm and attendees were thanked for their participation. The next meeting will be on Tuesday 9<sup>th</sup> June at 7.45pm at the Mark Bulman Parish Room.