

NEIGHBOURHOOD PLANNING COMMITTEE STEEPLE CLAYDON
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Notes of the 5<sup>th</sup> meeting of the Steeple Claydon Neighbourhood Planning Committee held on 9<sup>th</sup> June 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 Adam Graveley Mr Ian Millard Mr Dave Jenner
Apologies:	Mr Chris Coombs, Mr Ken Trevitt, Ms Bev Trevitt, Ms Betty Picknell, Ms Julie Milne
Absent:	Mr Leo King Mr Alan Dalley

## **1 Opening of the meeting**

The meeting was opened at 7.45pm and was open to the public.

## **2 Apologies**

The above apologies were announced.

## **3 Statement from Paul Firth**

Ian Millard took the chair temporarily to enable Paul Firth to rebut a personal attack made on him on a Facebook group (now removed from Facebook). Team members gave unanimous support for Paul to continue as team chair.

## **4 Governance**

It was agreed that the current project group is the whole team as it stands. The team will consider any applications for membership based on the skills and commitment of the potential member. The existing team members will vote on whether to include the applicant to the team.

Paul F will check with Alan and Leo to see if they have stood down from the project team.

**ACTION – Paul F**

Four expressions of interest in joining the team have been received. It was felt that people with specific skills could be co-opted to work in topic groups (to avoid the core team becoming too large).

If the bulk of future work is done by topic groups, the evening core team meetings could become largely reporting of progress.

Paul F will respond to each person making contact to identify how they can help, particularly by identifying their skills.

## 5 Actions from previous meeting

AVDC document outlining actions for the development of a NP has been circulated.

Adam has assessed the environmental toolkit produced to assist with developing a NP and considers it appropriate. He will circulate a pdf copy.

**ACTION: ADAM (now done)**

[Chris's map]

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.

A flyer was produced for distribution at the Church Fete on 6 June. Paul Firth also had discussions there with a number of SC residents.

Names of team members have been included in SCNP website.

## 6 New actions

Chris Coombs to investigate planning applications.

**Action - Chris**

Get business cards printed, and possibly a banner also (for use at public events).

**Action – Paul S**

Tonia presented copies of the Marsh Gibbon community survey, and a draft survey for Steeple Claydon based on it. Agreed that we could proceed with this as a starting point for the development of our questionnaire.

It was agreed that we should ask Community Impact Bucks to act as unbiased facilitator in our planned consultation activities

**Action - Tonia**

Dave Jenner and Paul Firth presented a draft baseline review for the recreation topic for consideration.

The baseline review documents need to be progressed with urgency. Paul to contact each topic owner to ensure they are happy with their responsibilities and that they can develop the document in line with our programme.

**Action – Paul F**

Paul Firth presented a draft of the stakeholder map for consideration. He will develop this and circulate to all topic leaders.

**Action – Paul F**

Ian Millard presented a draft project plan for consideration. He pointed out that a project plan was necessary to secure funding, and that we need to check carefully what exactly we need to submit. Note the dates in the programme issued by Ian

**Action - ALL**

The plan will be developed as a detailed plan for the current stage (Stage 2) and in outline for the final stages.

## 7 Communications

Mostly covered under previous agenda items. It was felt it would be useful to have some kind of progress or dashboard report on the website.

Discussion as to whether email was the best way to communicate within the team. It was felt a team forum on the website might be useful for some communication. (Now set up by Ian Millard.)

## **8 AOB**

Dave Jenner suggested that a professional facilitator be appointed for the public consultation stage.

John O'Dwyer asked what expenditure had been incurred so far, and agreed to liaise with the Clerk to the Parish Council to organise proper procedures for reimbursement (now in train).

Paul Firth closed the meeting at 9.55pm. The next meeting will be on Wednesday 15<sup>th</sup> July at 7:30 pm at the Mark Bulman Parish Room.