

North Crawley Parish Neighbourhood Plan Minutes of Meeting

Meeting Held:	The Cock Inn, 14 th August 2017
Present:	M Chinn (MC) (Chair); G Magee (GM) (Parish Councillor); H Beauchamp (HB) (Minutes Secretary and Archivist); A Bell (AB); R Marlin (RM); A Tusting (AT); M Wilson (MW)
Apologies:	F Flower (FF) (Project Manager & Vice Chair); J Sandall (JS); P Stuart (PS)
Public Observers:	4
Distribution:	The Steering Group; Parish Council (PC); Parish Council website; mailing list
Meeting No:	17

Agenda item

- 1. Apologies:** Accepted from FF, JS and PS.
- 2. Approval of Minutes:** Minutes of the public meeting on 10th July accepted.
- 3. Declarations of Interest** MC declared that he has a planning application in re outbuildings on his own property that require renovation.



4. Confidentiality Agreement

Discussions with PC Clerk, MK planning officer and PS (Lawyer) concluded that a confidentiality agreement was not required and so inputting of questionnaires could continue.

5. Questionnaire progress:

MC reported that 524 questionnaires were delivered to 294 premises. A further 86 were posted to 44 premises. A total of 610 questionnaires were distributed to 338 premises. 370 have been returned – a 60% return rate is an outstanding result and shows an excellent level of engagement from residents. MC will write an article for September SCAN thanking volunteers and residents. GM has drafted details of the draw winner, this will also go into the SCAN article.

There were many excellent and informative comments returned with the questionnaires. Many comments simply reinforce the answer to the question and as such, are covered in the data analysis of the questions, however, there are other comments that are not covered by the question responses and as such these need to be reflected in the final plan. AB suggested that the steering group form a working party to analyse the comments. It was agreed that the whole steering group would be involved in this process to ensure that each member of the group was aware of the views of the residents and that all comments were considered. The steering group will meet on 4th September to group the comments and find the best way to ensure that these views are represented in the final document. This will be a closed meeting, however, there will be an open afternoon in the village hall, at some time in the autumn, for villagers to hear the findings from the questionnaires and have an opportunity to comment further on emerging priorities.

It was agreed that the data analysis was a priority and the questionnaires need to be completed by 24th August, so that the analysis process can proceed during September.

6. Grant application

Deferred to Sept. meeting

7. Process for deciding policies

Deferred to Sept. meeting

8. Identifying a suitable consultant

The Neighbourhood Plan is a detailed, complex and legal document that requires time and skill to develop. There is a strong argument in favour of employing a consultant to support the SG, in particular in the writing of the policies. AB has contacted Samuel Dix senior planner, Smith Jenkins Ltd, he is experienced in neighbourhood planning and writing policies and has been a planning officer in recent times. It was agreed that the SG should interview 3 potential consultants before making a decision. An observer made a suggestion that was accepted by the SG, to invite potential

consultants to the next 3 meetings, one to attend at a time with a 30 min slot to explain how they will benefit the process of developing our Neighbourhood Plan. MW will send details to HB who will invite them to the Sept. oct. and Nov. meetings.

9. AOB:

1. AB outlined BIMBY (Beauty In My Backyard), a process for surveying the neighbourhood in order to get to know the village in detail and identify characteristics that will guide the design of any potential future development. It is part of the process of informing developers what the villagers want to ensure that any potential future development enhances the place in which we live. This will be considered once the data analysis is completed.
2. The project plan needs to be revisited to ensure that all members of the SG are clear about the timelines and actions over the coming months.
3. GM has received the invoice for the printing of the questionnaires, this will be presented to the PC at the next meeting.
4. MW noted that Aylesbury Vale District Council provides a fact pack based on census data for each parish and questioned whether such a thing was available from MKC. FF may well have investigated this already, so this will be an action for FF to follow through.
5. It was agreed that 2 large OS maps should be obtained for display and neighbourhood analysis purposes. GM will investigate.

10. Questions from public observers

No questions

11. Date of next meeting:

11th September, 7.30pm in the Village Hall

12. Actions:

1. Complete questionnaire data input by Sat 26th Aug. HB GM MW
2. MC to check GM's questionnaires in FF's absence
3. SG meeting in Sept. to read and analyse comments: 7pm on 4th Sept. in the Village Hall – all members (this is not a public meeting)
4. GM to book village hall for 4th Sept. at 7pm
5. MC to bring red display panels to the meeting
6. MC to produce article for Sept. SCAN to thank volunteers, inform village of % return and draw result, and explain what happens next (village meeting to present data in Oct.)
7. Contact MKC re OS maps for display in village meeting – GM by 11th September
8. MW to provide HB details of consultants to invite to Sept, Oct & Nov meetings – by 20th August
9. E-mail MKC re fact pack – census data - FF