

# North Crawley Parish Neighbourhood Plan Minutes of Meeting

**Meeting Held:** The function room of The Cock Inn, 10 April 2017

**Distribution:** Those present, the steering group, the Parish Council, Parish Council website, mailing list

**Meeting No:** 10

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## Introduction

Gary Magee, Secretary outlined the agenda and objectives of the meeting.

Apologies for absence were received from Mike Wilson, Paula Stuart & Mathew Chinn all of whom had work commitments.

The minutes for the meeting of 13 March 2017 were approved.

Declarations of interest were requested and none were raised.

## Communication and SCAN reporter

It has been agreed at present that Matthew Chinn should continue as our SCAN reporter.

## Updates on stakeholder engagement

Fred Flower & Mike Wilson will write to all landowners confirming to them what is believed to be their land. This information will not be shared with any others and is only for evidence of engagement.

## Updates on the event planning

### *Speakers*

Mark Lancaster MP may not be able to attend our event. As a contingency therefore alternative speakers were considered.

It was felt that Cllr Peter Marland, Leader of Milton Keynes Council would make an excellent choice and his wife as a Town Planner could also give a valuable contribution.

Other speakers considered were Professor Sir Peter Gregson, Chief Executive and Vice-Chancellor of Cranfield University, a representative from a professional planning agency such as David Locke Associates and our own Ward Councillor Peter Geary.



Given the event's objectives to inform and engage, all potential speakers listed previously were felt to be suitable and compelling.

We need to know as soon as possible whether Mark is likely to attend so that we have time to approach alternative speakers.

**Action: Gary Magee**

### ***Display boards and content***

We will need three sets of display boards, one showing the history of the parish, the second for the North Crawley Parish Neighbourhood Plan vision, information and progress and the third for an outline of the MK Plan.

Ask the Historical Society if we could borrow sufficient boards and if they would be willing to create the first display.

**Action: Andrew Tusting**

Create the content for the NCPNP display & chase the MK Plan display.

**Action: Gary Magee**

A video will also be running explaining what neighbourhood development plans are and why they are important.

**Action: James Sandall**

### ***Layout***

It was felt that chairs would be set theatre style facing the speaker, the video would be set up on the wall opposite the speaker so as it was not a distraction and the displays will be set up against a side wall. Registration and drinks will be near to the entrance.

All present, subject to availability have offered to assist on the day and evening with setting up, clearing away and event duties.

**Action: All**

### ***Sourcing refreshment and glasses***

Based on 70 attendees, we will cater for up to 100 people offering red wine, white wine and soft drinks. Offering 175ml per person this equates to 9 bottles of red (Merlot), 9 bottles of white (Sauvignon Blanc), one case of Diet Coke, one case of still water & 12 litres of orange juice.

Can Tesco or Waitrose offer sale or return on the above, can they supply glasses and will they deliver?

**Action: Gary Magee**

### ***Capturing Data and Feedback***

All attendees will be given a short questionnaire asking for the following information:

1. Their name, address and contact details (E-mail preferred)
2. Would they like to be involved in future discussions or workshops?
3. Feedback on the event, was it useful?
4. Comments or suggestions.

All completed questionnaires will be put in a box and at 9.00pm a draw will be made for a bottle of Champagne.

Draft the form for critique at the next meeting.

**Action: Andrew Tusting**

Source the bottle of Champagne as the draw prize.

**Action: Gary Magee**

Unrestricted

### ***Publicising the Event***

The event will be publicised in the SCAN, the Phonebox, on noticeboards on the web and by word of mouth. Each steering group member should try to attract at least five attendees.

Can we distribute a flyer for the event with the next issue of the SCAN?

**Action: Gary Magee**

Suggestions were offered to improve the poster created by Andrew. Moving the date and time of the event to the title, changing “Want to know more” to “You need to know more” & including the facebook address. Andrew has offered to edit the draft poster/flyer for critique at the next meeting.

**Action: Andrew Tusting**

### **Other business**

Several attendees suggested that the list of milestones required to achieve the North Crawley Parish Neighbourhood Plan should be reviewed at each meeting. It was felt that we are starting to make good progress but that we needed to have the medium and long term objectives available in order to understand the work remaining.

### **Date of the Next Meeting**

The next steering group meeting will be held on Monday, 24<sup>th</sup> April at 7:30 pm in the function room of The Cock Inn.