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## Minutes of Meeting

**Meeting Held:** Clubroom of the North Crawley Institute, 09 January 2017

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

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### Introduction

Mathew Chinn, Chairman, outlined the agenda and objectives of the meeting.

The minutes for the meeting of 21 November 2016 were approved.

Declarations of interest were requested and none were raised.

### Stakeholder engagement update – Designating the Area

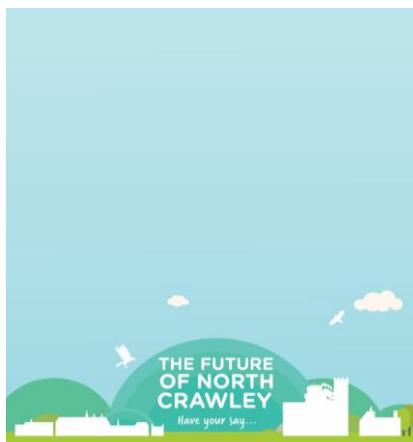
After little discussion it was agreed that it would be sensible to use the Parish boundary as the area to be considered in the Neighbourhood Development Plan. It was also agreed that in future we should refer to the area as North Crawley Parish to include Little Crawley and any other areas of the Parish that are not within the village centre. The area will be presented to the Parish Council at the next meeting and a vote will be taken. Once agreed we will begin the process of applying to Milton Keynes Council to have the area formally designated as the area the Neighbourhood Plan will cover.

### Engagement and Communication Strategy

The steering group agreed the Engagement and Communication Strategy as written. Esther Potts has agreed to develop this into the formal document which will be distributed and available on the Parish website in due course.

If the North Crawley Parish Neighbourhood Development Plan is to be successful, we must gather evidence to show that the engagement and communication strategy was followed and that all stakeholders were considered and consulted. All in the steering group must gather evidence of communication, events, notices, Scan articles etc. Paula Stuart has agreed to monitor and collate this evidence.

### Advertising and Workshop



At the current stage of the process we have a duty to raise awareness of the North Crawley Parish Neighbourhood Development Plan

#### **Advertising**

Alan Bell is developing a template (See one draft, left) on which we can publish notices, minutes etc. This will give us some branding to help raise awareness. Once a few final tweaks are made we will start to use this immediately.

Matthew Chinn will continue to feed copy to the Scan and James Sandall is happy to keep facebook updated once content has been agreed.

#### **Exhibition & Workshop**

A plan for an awareness exhibition & workshop was discussed at length. For those residents and other stakeholders who just want to be made more aware about what is going on, the idea is to



have an exhibition to include interesting, relevant speakers. At this event anybody who would like to know more or would like to get involved will be invited to leave their contact details.

Delegates for a workshop will be chosen from the contact details. The workshop is to be developed to inform and to gather intelligence to be used in the drafting of the questionnaire.

Esther and Alexander Boswell have agreed to approach potential speakers; Alan Bell has agreed to assist in the development of the workshop.

### **Grant application**

Funds will be required for exhibition boards, printing the questionnaire, events, stationary, consultants and other associated costs. The Parish Council have agreed to fund some of these costs but we will have to apply for a grant to cover the remainder.

Grants of £1,000-£9,000 are considered by an organisation called Locality but we must specify what they are for, we must know the cost of each item applied for and if granted the money must be used within a specified period.

The guidance notes for the application process can be found using the following link:

[http://mycommunity.org.uk/wp-content/uploads/2016/08/Guidance-notes-for-applicants\\_NP-Aug-16-Final.pdf](http://mycommunity.org.uk/wp-content/uploads/2016/08/Guidance-notes-for-applicants_NP-Aug-16-Final.pdf)

The grant application will need to be developed as soon as we can identify the relevant costs. The steering group are asked to make themselves aware of the grant process in preparation.

### **Vice Chair Required**

Congratulations to Esther Potts our current vice chair who will be on maternity leave shortly. A volunteer is required to cover this busy and essential role and Esther has agreed to list her current duties and activities to assist the incumbent. Anybody who is interested in getting involved in this role should register their interest at the next meeting.

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

The next steering group meeting will be held on Monday, 20<sup>th</sup> February at 7:30 pm in the Clubroom of the Institute.