

## North Crawley Parish Neighbourhood Plan Minutes of Meeting

- Meeting Held:** 11<sup>th</sup> September 2017, Village Hall
- Present:** H Beauchamp (HB), Minutes Secretary; A Bell (AB); M Chinn (MC), Chairman; F Flower (FF), Project Manager; G Magee (GM), Parish Councillor; R Marlin (RM); P Stuart (PS)
- Apologies:** A Tusting (AT), M Wilson (MW)
- Public Observers:** 2
- Distribution:** The Steering Group; Parish Council (PC); Parish Council website; mailing list
- Meeting No:** 18

### Agenda item

- 1. Apologies:** Accepted from MW and AT
- 2. Declarations of Interest** None
- 3. Minutes and matters arising:** It was reported inaccurately in the previous minutes that PS was involved in the discussions regarding a confidentiality agreement, she was not. Also, for the purposes of the steering group, PS is a resident of the parish, not a lawyer, with these amendments, the minutes of the public meeting of 14<sup>th</sup> Aug were accepted.

GM had received 2 copies of a pamphlet entitled 'The Good Councillor's Guide to Neighbourhood Planning'; copies were given to FF and HB.



#### **4. Questionnaire Data – sorting the comments**

A large number of comments were extracted from the questionnaires and recorded by members of the steering group; it was emphasised that these comments were anonymised and could not be traced back to a named person. These comments are important and need to be reflected in the ongoing consultation process. Approximately 5% of respondents made comments and so there needs to be recognition that while the comments are important, they are not weighted as heavily as the tick box data, which is more representative of the views of a wider group of residents. The data from the tick boxes has now been analysed and the steering group will spend time before the next public meeting considering how best to present this to the residents of the parish. It was agreed that it was important to categorise and summarise the comments according to emerging themes, while also being able to refer back to specific comments if required. The steering group began the process of grouping the many and various comments at a Steering Group meeting on 4<sup>th</sup> September.

Openness and transparency is very important to this process and the 2 observers were invited to join the steering group in completing this categorisation process. The majority of the time spent during this meeting was in colour coding the comments according to themes, such as 'Heritage and Conservation'; 'Roads, Transport and Traffic'.

Q9, re location of potential developments, proved a very difficult one to categorise; more time needs to be spent in ensuring that all views are represented accurately; this also needs to be linked to the call for sites. A sub group consisting of HB, FF and A McDermott (volunteer/observer) will meet to consider how best to present this aspect of the data collection.

#### **5. Extracting comment summaries**

AB will collate the colour coded sheets to sense check the grouping process and digitise the groupings. AB will pass sets of comments to HB, MC, FF, RM, AT and GM who will create summary statements, both positive and negative, of the overall themes.

#### **6. Process for appointing a consultant**

On reflection, the process outlined in the previous minutes has been rejected. The steering group will develop a brief for the work that needs to be done by a consultant and offer 3 consultants the opportunity to be interviewed by a panel against this brief. AB has been in contact with members of Sherington steering group and we are grateful to them for their support. The way forward re appointing a consultant will be an agenda item at the next meeting.

#### **7. Communication with residents and MK Council**

The consultation process does not stop at collecting data via the questionnaire. Issues arising as a result of comments made on the questionnaire need to be clarified and it is important that any presentation to the residents of the parish happens as soon as possible and is well thought out and planned for. There is a lot of

data that needs to be presented clearly and members of the steering group need to be prepared for varied responses. The PC need to sense check the presentation before it is made public. SG to meet on 25<sup>th</sup> September to begin the planning on this.

**8. Parish Council Update**

GM informed the group that MK council have now appointed an officer specifically for the purpose of advising PCs in the development of their neighbourhood plans. Diane Webber is the contact person and FF will contact her asap. GM raised with the ward councillors whether questions 4, 5 and 6 of the questionnaire amounted to a housing needs analysis. FF will seek the advice of D Webber on this.

**9. Questions from public observers**

None

**10. Date of next meeting:**

The next meeting of the Steering Group will be on 25<sup>th</sup> September in the Village hall – this is a closed meeting, not open to members of the public.  
The next Public Meeting will be held on Monday 9<sup>th</sup> October in the Village Hall.

**12. Actions:**

1. FF to contact Diane Webber @ MKC – by 25<sup>th</sup> Sept.
2. AB to liaise with J Cummings re digitising the colour coding of comments and pass comments to GM, HB, FF, RM, AT and MC for summarising – by 15<sup>th</sup> Sept.
3. HB, MC, FF, RM, AT and GM to complete summary statements of comments – by 25<sup>th</sup> Sept.
3. Steering group to meet on 25<sup>th</sup> Sept to begin planning a presentation to residents.
4. AB to liaise with Sherington Steering Group re process for appointing consultant and writing the brief. Pass info to HB for archive
5. HB, FF and A McDermott to meet to analyse Q9 – Thurs 14<sup>th</sup> Sept.