

MINUTES

NEIGHBOURHOOD PLAN MEETING 19TH MARCH 2018

Attendees: Sally Chapman (Consultant), Katherine Du Plessis, Dave Raynor, Michael Lane, Averil Dramster, Ian Dramster, Ian Mordue, Rachel Callander

Apologies: Kevin O'Donoghue, Trevor Jenkins

Absent: Bev Davis

1. Introductions: Sally Chapman, currently the lead for NDP's in Central Bedfordshire and has helped Worminghall and Quainton, amongst others, with their Neighbourhood Plans. Katherine Du Plessis who is the Parish Council representative, 4 parishioners introduced themselves. Ian Mordue, Chairman of the Parish Council, attended the first meeting to start the process and Rachel Callander, Clerk to the Parish Council, attended first meeting and will attend when required.
2. Agreed a Data Protection letter would be signed in the next meeting by members of the steering group who are happy to share their email information within the group. This information cannot be shared outside of this group.
3. Sally outlined Neighbourhood Plans that she had worked on for Worminghall and Quainton for guidance of the type of plans that can be written. These can be found online, as well as many others.
4. Confirmed the neighbourhood plan is a document that has many purposes and should consider all aspects of the village to build the community. It is not just for use to support or defend planning applications. For example it can name protected open spaces, views for protection, site allocations (incl. suitable but not available) and the reasons behind them, conservation areas, archaeological areas, policies. It is a wish list of everything the village would like.
5. Agreed that previous village surveys and site allocations should be used as a starting point.
6. A grant can be applied for after 3rd April up to £17,000. If there is no site allocation the maximum is £9,000. Sally outlined that with a site allocation stated, even if at this point it is suitable but not available, then the grant could be higher than £9,000. Agreed that the plan should include site allocations for small developments up to 10 houses or infill as found in the recent survey.
7. The Neighbourhood plan is written with the input from the village and once complete a referendum will be held. To go through the plan requires 50% of voters to agree.
8. Agreed Sally would provide a quote to advise, draft the initial plan and provide supporting documentation. The written part of the plan could be achieved within the group.

9. Agreed Katherine Du Plessis is the Parish Council representative and will report back to the Parish Council each month.
10. The meeting will be a closed meeting.
11. The minutes will be published on the website under Parish Council/Neighbourhood Plan
12. Actions:
 - Terms of reference – Rachel callander
 - Grant application – Rachel Callander/Katherine Du Plessis
 - Sally to provide a Quote for sign off at the Parish Council meeting on 10th April
 - Next meeting date tbc

MINUTES

NEIGHBOURHOOD PLAN MEETING 16th April 2018

Attendees: Sally Chapman (Consultant), Katherine Du Plessis, Dave Raynor, Michael Lane, Averil Wilkinson, Ian Wilkinson, Rachel Callander, Kevin O'Donoghue, Trevor Jenkins

Apologies: Bev Davis

1. Michael Lane was appointed Chairman and Trevor Jenkins as Vice Chair with a view to swapping after a period of time if the group agrees.
2. Sally Chapmans quote was approved by the Parish Council and Sally updated attendees as to her role within the steering group.
3. The terms of reference were reviewed. The main points taken were:
 - a. The community must be involved right from the beginning
 - b. Past housing questionnaires will be sourced by Katherine
 - c. The membership of the group must be to produce a plan for the whole community and personal preferences should not cloud judgement
 - d. All members to review the terms of reference before the next meeting and send to Michael who will combine the comments and go through in the next meeting
 - e. Neighbourhood Plan to have its own separate heading on the website
 - f. Katherine will send a copy of the minutes to the Clerk to put on the website each month
 - g. Recording of the minutes to be rotated
 - h. Any declaration of interests will be recorded at the start of each meeting
4. The application for the designation of the NM Neighbourhood area has been completed by the NMPC Clerk. The designated area is the Parish boundary as agreed with AVDC
5. The initial grant will cover Sally's costs of £6,000 + printing costs+story boards+banners. Once costs have been supplied for the latter items the Clerk will apply for the grant. It was agreed that additional technical support was not required and that the additional grant of £8K would be applied for later in the process.
6. Sally outlined the first stage to the group. It comprises of investigative work into a topic within the Neighbourhood Plan. These should be outlined and sent to the group prior to the meeting, when they will be discussed. The Church Fete is 9th June at the Village hall for which displays will be produced.
 - a. Wildlife and footpaths – Trevor
 - b. Local businesses and landowners – Kevin
 - c. Audit of facilities – Dave
 - d. Transport and infrastructure – Averil/Ian
 - e. Census Information & history/heritage – Michael
 - f. Format of the plan – Katherine

7. Agreed that meetings would be monthly on a Monday or as needed. The next meeting will be Monday 14th May 8pm at the Sportsfield
8. A Data Protection form was signed by attendees to enable their details to be shared within the group and the Parish Council but these should not be shared outside.

North Marston Neighbourhood Plan Steering Group

Minutes of Meeting on 14 May 2018, Sportsfield at 8pm

Present:

Mike Lane, Chair (ML)

Trevor Jenkins, Vice-Chair (TJ)

Averil Wilkinson MBE (AW)

Dave Raynor (DR)

Katherine du Plessis (KP)

Sally Chapman (SC)

Kevin O'Donoghue (KOD)

NP = Neighbourhood Plan

1. Apologies for absence:

Received from Ian Wilkinson (IW) and Bev Davis (BD)

2. GDPR requirements: addresses, names, and images

ML circulated a Form for members to sign agreeing to use of e-mail addresses, names, and images for the purposes of the Neighbourhood Plan.

Action: members to sign agreement.

3. Revised Terms of Reference

TJ raised several points for discussion. Amendments were agreed and ML will produce a revised ToR for Group approval

Action: ML to amend ToR

4. Statements of Interest (*following finalisation of Terms of Reference*)

None

5. Budget and accounting procedures: explanation from Chair

ML tabled a "Statement of Budget Procedures" document.

SC said that up to 3 additional finance bids could be submitted this year.

ML recommended that a record of all expenditure should be kept

Action: DR agreed to take on financial monitoring role

6. Progress with researches

6.1. Heritage (ML)

- Census data has been extracted
- A historical facts list was outlined
- The village centre is a conservation area
- Some fields are subject to archaeological notification
- 15 listed buildings in NM

KP suggested criteria for Cultural World Heritage Site is investigated.

Action: ML to investigate

6.2. Facilities (DR)

- A List of Current Facilities and Current Community Organisations was tabled

- To add Community Shop

6.3. Transport (AW)

- Outlined buses, rail, roads, amenities
- Services:
 - Drainage – problems recently
 - Sewage disposal – at capacity?
 - No mains gas in the North Marston
 - Electricity – plan to go underground?

6.4. Footpaths and Environment (TJ)

- Outlined relevant reference documents (Government 25-year Plan, Bucks County Council Environment Plan, Bucks Partnership Biodiversity and Planning in Buckinghamshire Guidance Document, March 2014 (specifically mentions use in NPs)
- Footpaths: contacted:
 - Ramblers Association, Aylesbury Vale Footpaths Secretary, and obtained methodology for surveying Parish footpaths and problem reporting
 - rRipple Group replacing stiles with steel kissing-gates
 - there are 14 paths including Long Distance paths and Matthews Way
- Wildlife:
 - BBOWT and Bucks Owl and Raptor Group contacted
 - Discussed Nature Trail with Trevor Lane, Sportsfield Chairman
- Farmers: To find a method of contacting and getting engagement. Opportunities for improvements in access and walker-discipline.
- Dogs: perceived confusion around where dogs are allowed/disallowed exercising off-lead. Opportunities for improvements in access and excreta-discipline

Action: SC recommended that it is very important to note down all groups contacted, and discussions achieved as this is important as an evidence base on consultation. (All)

6.5. Businesses (KOD)

- Due to domestic pressures Kevin informed the group that he would be leaving and recommended a neighbour Keith Brown, who had agreed to join the group.

Action: To invite Keith to attend regular monthly June meeting with a view to membership (ML)

- ML thanked Kevin for being part of the group and that his local knowledge had been very valuable, and that that knowledge may well be called upon and utilised in the future for the NP

6.6. Format of Neighbourhood Plan document (KP)

- Looked at several; Aston Clinton's is particularly impressive
- SC recommended that it is important that the Plan has numbered paragraphs as AVDC will ask for that

Action: Look at Aston Clinton's Neighbourhood Plan (All) see [Aston Clinton Parish neighbourhood Plan](#)

7. Dealing with subjects outside the scope of the Plan

Deferred to a future meeting

8. Church Fete: nature of display, theme, group approach, etc.

- ML has seen the Storyboards that are being lent for the duration of the NP process, and confirmed they are suitable for use by the Group for displays.
- DR said that the Church Fete organisers are happy that the Group has a stand; to decide if we want to be inside or outside.
- SC recommended that wording on what the NP is, is included.
- Display will inform people that the NP work is up-and-running; occasion provides first opportunity for questions from residents. Group members to attend.

9. Progressing to next steps: dedicated community event, contacting AVDC, meetings with organisations and stakeholders, etc.

- ML proposed contact with Local Planning Group. Action: SC to contact AVDC and introduce ML as Chair and TJ as Vice-Chair

10. AOB

10.1. Reading University HIVE seminar: ML, TJ SC will put in expressions of interest

10.2. AVDC Councillor Quainton & North Marston: to invite to next/future meeting (Action TJ)

10.3. Investigate opportunities for publicity of NP via North Marston Facebook (Action TJ) see <https://www.facebook.com/north.marston/>

11. Date of the next meeting: Thursday 31st May 2018 8pm at Village Hall: to finalise details of Group presence at Church Fete

Actions Log

Action	Whom	Status	Notes
Sign agreement document to use of data for NP purposes for GDPR	All	In progress	
Amend Terms of Reference	ML		
Financial monitoring role	DR		

Investigate criteria for Cultural World Heritage Site	ML		
Contact Keith Brown regarding membership of Group	ML		
Look at Aston Clinton's Neighbourhood Plan (All) see Aston Clinton Parish neighbourhood Plan	All		
Record all groups contacted and discussions that take place on log	All		
Create Log of groups contacted, as evidence base of consultation	TJ		
contact AVDC Local Planning Group and introduce ML as Chair and TJ as Vice-Chair	SC		
Invite AVDC Councillor Quainton & North Marston to next/future meeting	TJ		
Investigate opportunities for publicity of NP via North Marston Facebook	TJ		

Trevor Jenkins
Vice-Chair of Steering Group
May 2018

North Marston Neighbourhood Plan Steering Group

Minutes of Meeting 31 May 2018 Schorne Room at 8pm

Present:

Mike Lane (Chair), (ML)

Dave Rayner, (DR)

Averil Wilkinson MBE (AW)

Ian Wilkinson (IW)

Katherine du Plessis (KduP)

Bev Davis (BD)

Trevor Jenkins (TJ)

1. Apologies for absence were received from:

Sally Chapman

The GDPR Statement was signed during the meeting by all members present.

Action: distribute PDF to Group (TJ)

2. Minutes of Meeting on 14th May:

Approved as an accurate reflection of the meeting

3. Statements of Interest: None

4. Appointment of Group Secretary

ML proposed that a Secretary to the Group was essential to continuity and accurate record-keeping and that he had discussed this with TJ who was willing to take on that role following last meeting's outputs. No other proposals were suggested by members. ML proposed TJ as Group Secretary; seconded by KduP; accepted by TJ.

5. Church Fete on 9th June 2018:

Discussions were to agree display, approach, logistics, etc.:

ML tabled documents produced for display on the storyboards, which were discussed in detail and amendments agreed.

It was agreed to keep tone "*light and straightforward*" at this first event.

Action: ML to distribute amended version

Action: All to send a portrait photo for use in displays

Action: to develop logo for NMNP work

Other discussion points:

School pupils could be asked to participate in a competition for artwork to be used for Group work

Members were requested to distribute phone numbers for ease of contact.

Discussions about Facebook and other Social Media and their relative values.

To devise a method to construct a mailing list for communication with interested residents who request e-mail updates.

6. Date of first Open Village Event: Saturday 7th July 2018 10am – 12noon.

Discussions were that this event should be before 24th July (end of school term) to maximise opportunities.

Format would be "*drop-in and see us*" and "*come and tell us . . .*"

7. Date of next meeting: 25th June 2018 at 8pm in Schorne Room of Village Hall.

8. Other Business:

- Designation area of the Parish for Neighbourhood Plan purposes has been received from AVDC
- A letter from a developer has been received with the notice regarding Designation. This is nothing more than a standard procedure followed by the developer concerned for all AVDC designations, and no formal response is required.
- ML and TJ have places on the University of Reading Hive event about Neighbourhood Planning on Wednesday 6th June 2018
- ML tabled the Parish Council Official Form for expenses claims. Members submitting claims should also send copy to DR to ensure he can keep group expenditure records up to date.
- TJ suggested that Facebook options are explored and agreed to take this forward
- TJ stated that he will, as Secretary, produce a rolling actions list for meetings. Actions completed would form a separate section for records of evidence of achievements.

Actions Log

Action	Whom	Status	Notes
Distribute GDPR Statement document to Group members	TJ		
To distribute amended version of display board documents	ML		
Send a portrait photo for use in displays	All		
Develop logo for NMNP work	All		
Date of first Open Village Event: Saturday 7th July 2018 10am – 12noon.	All		

Trevor Jenkins
 North Marston Neighbourhood Plan Steering Group Secretary & Vice-Chair
 June 2018

North Marston Neighbourhood Plan Steering Group

Minutes of Meeting 25th June 2018, Schorne Room at 8pm

Present:

Mike Lane (Chair), (ML)

Dave Rayner, (DR)

Averil Wilkinson MBE (AW)

Katherine du Plessis (KduP)

Trevor Jenkins (TJ)

Ian Wilkinson (IW)

In Attendance:

Scott Raven, AVDC Councillor (SR)

1. Welcome to invited visitors

Scott Raven was welcomed. It was agreed that Scott would be welcome as a non-voting member and would be added to the Group's e-mail distribution list.

2. Apologies for absence received from:

Bev Davis

Sally Chapman

TJ reported that Keith Brown may not be able to attend as invited due to another commitment

3. Minutes of last meeting held 31 May 2018

Agreed as an accurate reflection of the meeting

4. Statements of Interest

None received.

5. Required change to Steering Group Terms of Reference: election of officers (MAL)

ML outlined the request from Parish Council that annual elections of Chair and Secretary take place and he proposed that these took place in April each year. ML had distributed a proposed amended ToR prior to the meeting. TJ had reformatted this to introduce version control, intended to assist with transparency on amendments and rationale.

Decisions: Annual April elections agreed; amended ToR version 1.1 agreed

Action: to send version 1.1 ToR for PC ratification.

6. Proposed change to formal name of Steering Group (TJ)

TJ had proposed that the title of the Group be amended to North Marston **Parish** Neighbourhood Plan Steering Group as this would deliver a clear message of inclusivity of those living within the parish but outside the village, eg: farmers and landowners. In discussions it was felt that residents understand that this was already the case and an additional word would introduce complexity.

It was felt that there should a definition of "parish" within the ToR.

Decision: not agreed; group title to remain the same.

Action: ML to write definition.

7. Communications within Steering Group and with Parish Council: eg: email, addresses, GDPR and FOI implications (TJ)

Detailed discussions took place regarding communications with PC, that this would become more frequent, and the best methodologies.

e-mails: discussions about the best way to achieve NP Group "business" e-mailing systems to remove need for use of personal e-mails took place.

Action: ML to discuss further with SR.

Meetings: ML stated the importance of an individual Log of Meetings with third parties regarding NP business in order that these were captured and logged in a systematic method. ML proposed that these should go through the Chair in order that they were formally processed in a similar methodology.

8. Steering Group Facebook pages: nature, use, and content (TJ)

TJ proposed that the Group should create a Facebook page for general use and possibly a Group Page with a view to discussions of subjects. The FB page should be available to be publicised at the Open Event.

Decision: Agreed that a Facebook Page would be advantageous. To think further on a Facebook Group.

Action: TJ to create and administer.

9. Open House Event: structure and purpose; preparation and follow-up; requirements on day; advertising (MAL)

There was detailed discussion about the event and it was decided that:

The event would be an informal drop-in format event to answer questions from attendees and to get them to provide the Group with baseline information.

Leaflets to advertise will be A5 size, based on the poster at the Church Fete, with explanatory narrative on the reverse. To distribute to residents and shop, pub, Sportsground, church and noticeboards

On three storyboards questions will be posed to elicit information from attendees, plus a North Marston parish map for attendees to place a pin on the map indicating where they live. The concept will be “come and answer 3 simple questions to help the village”.

Questions will be to the effect of (to be refined in interim before event):

- What things do you like about North Marston?
- What are your biggest concerns?
- How would you like North Marston to develop in future?

Responders will be asked to use Coloured Post-It notes according to their area of residence

Outputs will be used to develop a questionnaire planned for the future

TJ tabled an e-mail distribution list sign-up sheet and this was discussed in terms of GDPR aspects and revisions to improve impact.

10. Date of next meeting: Thursday 26th July 2018 8pm in Schorne Room

11. Other Business

11.1. Local Planning Authority

ML reported that he had written to the LPA to make contact and a reply had been received that day, with numerous attachments called “constraints”, in the form of maps. Of particular note were Guidance Notes 1 and 2.

Action: ML to distribute attachments. To read Guidance Notes 1 and 2 (all)

11.2. North Marston Conservation Area:

John Spargo (History Club Chair) had written with the current CA document and suggested that the CA be reviewed as this was produced in the 1970s. ML stated

that the NP should make a recommendation that a review take place, but he had been advised that any review would need to be undertaken in partnership with AVDC and Bucks CC, with resource implications for the councils. It was, therefore, probably unlikely that a review would take place at the current time

11.3. University of Reading Hive Event Report

ML and TJ had received the report and agreed that this should be distributed for information.

Action: ML to distribute

Trevor Jenkins

Secretary, North Marston Neighbourhood Plan Steering Group

June 2018

Actions Log

Action	Whom	Status	Notes
Add Scott Raven to e-mail distribution list	TJ	completed	
Send version 1.1 ToR for PC ratification	TJ	completed	
To write definition for ToR	ML		
Explore contact e-mail options available	ML & SR		
Log meetings with persons regarding NP	All	On-going	
Create NMNP Facebook page	TJ		
Distribute AVDC documents received	ML	completed	
Read AVDC Guidance Notes 1 & 2	All		
Respond to John Spargo's e-mail on Conservation Area.	ML		
Distribute University of Reading Hive meeting report	ML	completed	

North Marston Neighbourhood Plan Steering Group

Minutes of Meeting held on 26 July 2018, in Schorne Room at 8pm

Present:

Mike Lane (Chair), (ML)
Dave Rayner, (DR)

Katherine du Plessis (KduP)
Trevor Jenkins (TJ)

In Attendance:

Scott Raven, AVDC Councillor (SR)

1. Welcome to visitors – none

2. Apologies for absence

Received from: Bev Davis (BD); Averil Wilkinson MBE (AW); Ian Wilkinson (IW)

3. Minutes of last meeting held on 25th June 2018

Agreed as an accurate reflection of events

4. Statements of Interest – none declared

5. Communications updates:

5.1. emails within Steering Group and with Parish Council (MAL);

It would be expensive to set up our own domain. We could set up our own g-mail addresses. There was discussion regarding the best way forward although it was felt that a *northmarston.org* address would be first preference.

5.2. Group Facebook page (TJ);

TJ reported that this had been set up and 6 people had “liked” and were following at the time of meeting.

5.3. email news and update sign-up list (TJ);

TJ reported that this had been set up and an e-mail sent BCc to all 24 people (at time of meeting) on the list, plus the Steering Group, thanking them for attendance and signing-up.

5.4. new parish magazine (MAL)

The first edition is expected August or September and will be free of charge. The Minutes of NP meetings will be sent in for inclusion. ML has sent in an editorial.

6. July Open House:

An examination of the event including successful features, lessons to be learnt, improvements to be made were discussed. It was agreed that the first Open House was a good event, with a steady flow of people attending over the time, and the steering Group had worked as a good team. There were 49 pins emplaced on the Parish map, although not all attendees had emplaced one. There was good presentation at the door and the organisation was good.

Saturday mornings may not be a good time for families as parents and children may be at sporting events.

There was good level of talking amongst attendees. Use of the Shop had been a good idea and the co-operation was good.

Printing via Cottesloe School had cost £30 so this had been good local mutual support.

It was concluded that this had been a good event and done well.

7. July Open House:

TJ presented a preliminary consideration of results and these were approximately as was expected, and there were no surprises.

- The Group felt that there is a need to clarify if North Marston is now classified by AVDC as a “medium-“or “small-“ sized village.

- The number of responses regarding buses was noted
- Comments on infrastructure were noted. This includes sewerage.

The outline report will have the colour-code key added (ML to send) and some photos and then will be issued to PC, the mailing list and interested parties (eg: Shop; Pilgrim). SC commented it always goes down well with NP examiners when efforts have been made to engage groups who are less engaging.

8. Preparation of Parish Questionnaire:

There was discussion on methodology, publication and use of Open House results, other information required, working with Parish Council use of different platforms/formats:

- SC has a generic baseline survey that may be a useful starting basis and will distribute to the Group.
- To think about the various platforms available (paper to on-line) and which may be useful and appropriate
- Aim to involve pupils and teachers at NM School. This may engage parents as well as children
- Aim to engage youth
- Groups via
 - Sportsfield clubs: football and cricket
 - Scouts/Cubs/Beavers
 - Brownies and Guides
 - School, as above
- Frequently Asked Questions (FAQs) to be a separate section
- To include questions that PC have expressed interest in including within the process (KduP to seek information from PC.
- ML and TJ to begin looking at questionnaire content and distribution of responsibilities.

9. Date of next meeting – Agreed as Monday 3rd September at venue to be confirmed

10. Other Business

- 10.1. Forthcoming holiday absences were declared
- 10.2. Neighbourhood Plan Steering Group Rubric: ML had tabled 2 options on a revised rubric. Option 2 was agreed as the best: to add that the Neighbourhood Plan area as that is contiguous with the Parish Designated map issued by AVDC. ML to redraft.

Trevor Jenkins
Secretary and Vice-Chair
North Marston Neighbourhood Plan Steering Group

North Marston Neighbourhood Plan Steering Group

Minutes of Meeting on 3 September 2018, Quainton Road at 8pm

Present:

Mike Lane (Chair), (ML)
Dave Rayner , (DR)
Averil Wilkinson MBE (AW)

Katherine du Plessis (KduP)
Trevor Jenkins (TJ)
Bev Davis (BD)

1. Thanks were given to KduP for hosting the meeting
2. **Apologies for absence** were received from:
Scott Raven, AVDC Councillor (SR)
Ian Wilkinson (IW)
3. **Minutes of meeting on 26 July 2018**
To amend record that SR was not present; otherwise the minutes were agreed to be an accurate reflection of the meeting.
4. **Statements of Interest**
None declared
5. **Updates:**
 - 5.1. **emails within Steering Group and with Parish Council:** the preference is for northmarston.org addresses for the Steering Group
 - 5.2. **New parish magazine:** this is expected to appear in September
 - 5.3. **VALP situation:** It is understood that the Inspector has completed the process and the report is expected to be issued in approximately 4-6 weeks. It will then go to AVDC for formal adoption. This may be approximately 8 weeks' time.
AVDC has confirmed that North Marston is classified as a "medium-sized village"
 - 5.4. **Proposed meeting with AVDC** – MAL has initiated the process for a meeting between himself as Chair, TJ as secretary with Stephanie Buller
 - 5.5. **Facebook page** – TJ reported that this is now established and some connections had been made
 - 5.6. **email sign-up list** - TJ reported that 24 people were on the mailing list
6. **NMNP website:**

There was discussion regarding the requirement for a NP website. TJ reported that he had investigated so-called free websites and was cautious as these may incur costs later.

It was decided that a website was not a pressing requirement at this time, and a website may incur significant time in management, and the Group will review the position when the questionnaire results are published.
7. **Parish Questionnaire:**

There was detailed examination and discussion of the first draft MAL had produced with TJ. Amendments will be processed by MAL.

Remaining sections to be addressed:

 - History and Heritage: ML with History Club Chairman
 - Environment – TJ with KduP. BD suggested incorporating questions on favourite viewpoints in the Parish and specific views of the village in Footpaths section

PC involvement: nothing had been heard from the Parish Council about questions that the PC may wish to include.

Target date: to aim for November 2018

Platforms for access/completion: these will include electronic access as well as paper-based.

Final collection date and process: To be end of December 2018; paper surveys to be delivered to Shop mailbox.

8. Date of next meeting: Monday 24th September 2018, 8pm Schorne Room of Village hall

9. Other Business – None

Trevor Jenkins
Secretary, North Marston Neighbourhood Plan Steering Group
September 2018

North Marston Neighbourhood Plan Steering Group

Minutes of Meeting held on 24 September 2018, Schorne Room at 8pm

Present:

Mike Lane (Chair), (ML)
Dave Rayner , (DR)
Bev Davis (BD);
Ian Wilkinson (IW)

Katherine du Plessis (KduP)
Trevor Jenkins (TJ)
Averil Wilkinson MBE (AW);

1. **Welcome to visitors** - none
2. **Apologies for absence received from:** Scott Raven, AVDC Councillor (SR)
3. **Minutes of last meeting held 3 September 2018:** agreed as an accurate reflection
4. **Statements of Interest** – none declared
5. **Updates for information and discussion:**
 - 5.1. **e-mails within Steering Group and with Parish Council (MAL):** No further information received. To pursue at next Parish Council meeting
 - 5.2. **Parish magazine (MAL):** The first edition has gone out and the next is being edited. November's will be free of charge and then subscriptions apply.
 - 5.3. **VALP situation (MAL):** This is now with the Inspector. SR stated that Government communication was to plan for 2050.
 - 5.4. **Oxford – Cambridge Expressway decision (MAL):** A Decision to build on Route B had been issued. The decision on exact route is expected in approximately 1 year, after consultation.
 - 5.5. **Unitary Authority decision progress (MAL):** No further information had been received.
 - 5.6. **Proposed meeting with AVDC (MAL):** To aim for a November meeting (ML & TJ with AVDC) and when the questionnaire is ready.
 - 5.7. **Group Facebook page (TJ)** – Ten people were following at last sight
 - 5.8. **e-mail sign-up list (TJ)** – 24 people are now on the distribution list
6. **Parish Questionnaire:**
 - 6.1. A detailed examination and discussion of the second draft of the questionnaire included: new Environment section (TJ/KduP); PC involvement (MAL/KduP);
 - 6.2. Platforms for access to and completion of Questionnaire: distribution of paper document to households; download from PC website; via Survey Monkey, which may incur cost, although this is in negotiation
 - 6.3. Methods of advertising and publicising Questionnaire could include: Flyers in Parish Magazine; History Club e-mail distribution, posters to Pilgrim.
 - 6.4. Deadline date for completion of Questionnaire in all formats to be Wednesday December 5th 2018. Paper questionnaires are to be deposited in the mailbox at the Village Shop
7. **Date of next meeting: Tuesday 6th November Schorne Room 8pm (tbc)**
8. **Other Business**
 - 8.1. The Village Shop has asked to put in some questions and this was agreed in principle
 - 8.2. TJ has contacts for 1st Granborough Scouts, and local Guides

Trevor Jenkins
Secretary and Vice-Chair
North Marston Neighbourhood Plan Steering Group

North Marston Neighbourhood Plan Steering Group

Minutes of Meeting held on 11 February 2019 Schorne Room, Village Hall, 8pm

Present:

Mike Lane (MAL), Chair	Bev Davis (BD)
Katherine du Plessis (KduP)	Dave Rayner (DR)
Sally Chapman (SC), Consultant	Trevor Jenkins (TJ) , Secretary

1. Welcome to visitors - None

2. Apologies: to accept apologies for absence:

- Averil and Ian Wilkinson

3. Minutes: to agree minutes of meeting held 10 December 2018

To follow – not yet available due to IT problems

4. Statements of Interest:

TJ wished it to be known that he had joined the Sportsfield Committee for the specific purpose of wildlife developments on the Nature Trail. TJ did not feel that this formed any conflict of interests and this was agreed and noted.

5. Updates for information and discussion:

- **Emails within Steering Group (MAL)** – to be progressed by all Steering Group members as name.nmnpdg@gmail.com. **Action: All SG members**
- **Parish magazine (MAL)** – discussed as important means of communication for the Steering Group
- **Liaison with Granborough Neighbourhood Plan (MAL)** – their Clerk has requested for a contact person but no communication has yet been received. General discussion between Chairs and Vice-Chairs is envisaged
- **Orchestra Land (MAL)** – this organisation has apparently made an approach to the PC. SC advised that the PC should be advised to steer towards the NP and so to advise that any plans should go to NPSG.
- **Worminghall application information (BD)** – lessons derived were to pay attention to heritage aspects and what can conceivably be foreseen.
- **VALP situation (MAL)** – no further information
- **Unitary Authority progress (MAL)** – no further information
- **HS2** – funding is apparently available for specific projects
- **Ox-Cam Expressway (MAL)** – no further information
- **Group Facebook page (TJ)** – two threads of discussion have been posted:
 - Types of person moving to NM – inadmissible
 - “where’s the new build going to be” – inadmissibleSC advised that neither issue required record.
- **Email sign-up list (TJ)** – no further correspondence received

6. Parish Questionnaire:

- **Discussion of the initial raw data analysis of all replies extracted from Survey Monkey**
- **Discussion of and decision on methodology for future analysis and formatting of raw data**
- **Discussion of and decision on target date for completion of final data analysis**
- **Discussion of proceedings after analysis completion**
- **Decision on date of April Open Meeting to present final analysis to parish.**

Some areas of results were reasonably clear in interpretation. There was discussion of how analyses and presentation should take place, including representation of the current pie-chart style representations, and vertical column-graphs in place of horizontal bar-charts. Aim to complete by next March meeting. The intended April Open House meeting to be re-scheduled to May as part of the PC Annual Meeting.

Summary:

- Open-ended question responses to be sent to section members for analysis
- Shop questions results to go to AF
- Results back to March meeting

- Next meeting to work through what SG wants to say by April, and also finalise presentation for May PC meeting.

7. The Steering Group in 2019:.

- **Discussion of the Steering Group's likely programme in 2019**
- **Discussion of workload requirements needed to carry out the programme**
- **Discussion of budget requirements for 2019/2020 financial year**

SC advised that the Steering Group should make decisions on visions and objectives for ourselves as Steering Group, including any allocation of sites to be made.

Workload: in view of current circumstances, to consider the need for more people on the Group. SC advised that it was better to approach people who are known to be potentially interested. To ask via e-mail distribution group.

Budget: To redirect current grant. We can make an additional bid. To liaise with SC.

8. Date of next meeting: Wednesday 20th March 8pm

9. Other Business

- requested paper form responses be delivered to him at the next meeting for storage as records

North Marston Neighbourhood Plan Steering Group

Minutes of Meeting on 20 March 2019 Schorne Room, Village Hall at 8pm

Present:

- Michael Lane (ML)
- Trevor Jenkins (TJ)
- Bev Davis (BD)
- Sally Chapman (SC)

The meeting was inquorate and no Parish Council (PC) member was present and therefore a discussion meeting

1. Welcome to visitors

None

2. Apologies for absence received from:

- KduP

3. Minutes of meeting held 11 February 2019

Agreed as an accurate reflection of the meeting.

4. Statements of Interest

None declared

5. Updates for information and discussion:

a) Group budget for 2019/20 financial year (MAL)

This has been agreed with PC. The balance is £6450 and has been carried forward to 19/20. The Group has used approximately £2400. Re-application for 2 more awards to a maximum of £9000 is possible.

b) Emails within Steering Group (MAL)

BD to progress.

c) Parish magazine (MAL)

The PC is subsidising a further 2 months.

d) Liaison with Granborough Neighbourhood Plan (MAL)

No contact

e) VALP situation (MAL)

Progress: The Inspector has agreed a housing target of 30100. AVDC's actual need is for +500 on previous identification and will be filled in MK.

Villages: Previously described as "not enough" development in villages, AVDC challenged the additional need in villages given the MK 500 dwellings and the Inspector has agreed, on the provisions that AVDC alter policy on those with Neighbourhood Plans.

After April 2020 AVDC and Bucks CC will merge.

f) Unitary Authority progress (MAL) – no further information.

g) HS2/Ox-Cam Expressway (MAL) – no further information.

h) Group Facebook page (TJ) – now 19 followers

i) Email sign-up list (TJ) – no additions

6. Parish Questionnaire:

a) Discussion of group members' analyses and summaries of data in responses to open-ended questions contained in Questionnaire

There are a further 3 questions' responses yet to be analysed and ML will distribute these to members able to take them on.

b) Discussion of and decision on methodology for incorporating analyses and summaries above within final analysis of results

ML will construct a summary to send out mid-April for Steering Group members' scrutiny.

c) Explanation of procedure for producing final results analysis and a summary for publication using Survey Monkey (MAL) – discussed.

d) Discussion of procedure for group approval of final results analysis and summary for publication

To aim for the meeting at the end of April to finalise a publishable version or versions.

This will be sent to the PC and to go on the PC website.

e) Preliminary discussion of Group presentation of results at Annual Village meeting on 14 May 2019

A 30 minute time-period has been allocated at the meeting, to include "What is Next" section.

How to make the presentation to be decided.

ML will collate the components, produce a summary as a PowerPoint presentation and send that out for comments.

7. The Steering Group in 2019/20:

a) Update on potential new Group members – to advertise for new SG members via FaceBook page and e-mail news list

b) Preliminary discussion of the Steering Group's aims and objectives in 2019/20 – to discuss following the summary presentation at Village meeting.

c) Preliminary discussion of any contacts the Group will need to establish with local stakeholders, groups, societies etc. in developing aims and objectives – To devise a presentation and outline and adhere to a set content. Records are to be on an agreed format.

d) Discussion of procedures for eventual establishment of such agreed contacts

8. Dates of next meetings: Agreed to be on 24th April and 8th May 2019

9. Other Business: None

Trevor Jenkins
NMNPSG Secretary
May 2019

North Marston Neighbourhood Plan Steering Group

Minutes of Meeting on 29 April 2019 Schorne Room, Village Hall at 8pm

Present:

- Michael Lane (ML)
- Trevor Jenkins (TJ)
- Bev Davis (BD)
- Katherine du Plessis (KduP)
- Dave Rayner (DR)

1. Welcome to visitors

None

2. Apologies for absence

None received

3. Election of Steering Group Chair for period to 30 April 2020

ML was re-elected as Chair

4. Election of Steering Group Secretary for period to 30 April 2020

TJ was re-elected as Secretary

5. Minutes: to agree minutes of meeting held 20 March 2019

Minutes were not available at that time

6. Statements of Interest

None declared

7. Updates for information and discussion:

- a) **Emails within Steering Group (MAL)** – KduP and DR still to obtain Gmail addresses
- b) **Latest Parish Council meeting (MAL)** – Management of verges was discussed by PC
- c) **Parish magazine (MAL)** – apparently stable at present but questions over Granborough funding remain
- d) **Liaison with Granborough Neighbourhood Plan (MAL)** – No further information
- e) **VALP situation (MAL)** - No further information
- f) **Unitary Authority progress (MAL)** - No further information
- g) **HS2/Ox-Cam Expressway (MAL)** - No further information
- h) **Group Facebook page (TJ)** – One additional follower
- i) **Email sign-up list (TJ)** – No additions

8. Parish Questionnaire:

a) Discussion of full Questionnaire analysis to date as circulated.

This was discussed in detail by the Group.

b) Discussion of the structure and content of the presentation of Questionnaire results by the Steering Group at Annual Village meeting on 14 May 2019

ML described that details had been condensed down and the detailed results would remain useful reference sources in the future.

It was agreed that by the end of the following Monday the presentation would be issued with bullet points for comment and approval at the next meeting.

9. The Steering Group in 2019/20:

a) Update on potential new Group members

TJ has sent an e-mail to the news/update distribution list.

b) Discussion of the Steering Group's aims and objectives in 2019/20

No discussion will take place until the results and feedback has been assimilated.

c) Discussion of any contacts the Group will need to establish with local stakeholders, groups, societies etc. in developing aims and objectives

ML re-iterated the importance of engagement, appropriate records of meeting and how this is managed.

d) Discussion of procedures for eventual establishment of such agreed contacts

Not discussed

e) Discussion of the role and status of informal meetings between Group members in order to accelerate Group business

Not discussed

10. Date of next meeting: Confirmed as Wednesday 8 May for consideration and preparation of the Village Meeting presentation ONLY

11. Other Business –

- **Withdrawal of Community Asset status from “The Pilgrim” and any implications for the Neighbourhood Plan**

SC advised that it does have a potential implication but nothing can be done about this, and it has already taken place. It is not a matter for the NP.

- John Spargo, Chairman of History Club had e-mailed about the sale of the Long's house, which was, historically, the Wheatsheaf pub. His concern is that the village Conservation Area does not extend to the house, which has Local Heritage listing, and this covers entities beyond the scope of Conservation Areas. This is potentially of interest to the village and ML will discuss further with JS. SC advised that useful information may be on the Ickford website.

Trevor Jenkins
NMNP Steering Group Secretary
May 2019

North Marston Neighbourhood Plan Steering Group
Minutes of Meeting held on 19 June 2019 Schorne Room, Village Hall at 8.15pm

Present:

Michael Lane (chair), ML	Dave Rayner, DR
Katherine du Plessis, KduP	Trevor Jenkins (Secretary) TJ
Sally Chapman, (Consultant) SC	

1. **Welcome to visitors** – none
2. **Apologies for absence:** received from Bev Davis
3. **Minutes of last formal meeting held 29 April 2019** were agreed as an accurate reflection of events
4. **Statements of Interest** – none declared

5. Updates for information and discussion:

a) Latest Parish Council meeting (MAL)

It has been agreed with the Parish Council (PC) agreed at the June PC meeting that there would be no contact with Development companies until after completion of the Neighbourhood Plan.

Additional item: 60 bus service: plan is that this is to be discontinued on 29 July 2019. The PC has requested a response from the Group, to be part of the overall response. ML tabled a draft response, and this was discussed, amended and agreed.

b) **Parish magazine (MAL)** – no further information

c) **Liaison with Granborough Neighbourhood Plan (MAL)** – no further information

d) **VALP situation (MAL)** – no further information

e) **Unitary Authority progress (MAL)** – no further information

f) **HS2/Ox-Cam Expressway (MAL)** – Currently under challenge in the High Court. There are fears of increased pressure in housing demands

g) **Group Facebook page (TJ)** – there are now 25 following; 90 people reached

h) **Email sign-up list (TJ)** – no further additions.

6. Parish Council FOI procedures – discussion of content and decision on group acceptance of same (TJ)

It was agreed that this should be followed by the Group.

7. Parish Questionnaire:

a) Report on presentation of summary findings to Annual Village Meeting (MAL)

This seems to have been well received and ML has been asked to pass on thanks to the Group

b) Update on completion of full question analysis (MAL)

The full Questionnaire analysis will be distributed as a PowerPoint document for comments and/or agreement at next meeting.

8. Moving forward with the Neighbourhood Plan – the aims and objectives:

The next stage is to develop a Vision and Objectives. SL distributed several example documents from other NP groups and suggested that this commences at the next meeting.

a) **Update** on potential new Group members – no further contact received.

- b) **Discussion** of policy areas to be included in the final Plan and
- c) **Discussion** of delegation of responsibility to Group members for specific policy areas
Leads for development of NP sections would be agreed and others will support them in the workload, due to the low numbers in the Group.
- d) **Preliminary discussion** of methodology for tackling specific policy areas – discussed
- e) **Establishment of putative timescale** for Plan completion (*PC request*)
The timetable envisaged was discussed in some detail and ML will respond to the PC with the detailed document so that the PC can see what is involved.

9. Engaging with the North Marston Community during production of the Neighbourhood Plan

- a) **Discussion** of procedures for ensuring Parish Council agreement to Steering Group questionnaire report and subsequent progress with the Neighbourhood Plan
It was agreed that the NP work was taken to the PC stage-by-stage to ensure that the PC was in full support before work was undertaken. There should be reports to PC in more detail with an expectation of comment and/or agreement and this to be recorded in PC Minutes.
- b) **Discussion** of suggested methods for engaging with younger age-groups in the community
These were:
 - Use the playground group as a means of engagement KduP
 - School KduP
 - Scouts TJ
 - Pre-school KduP
 - Xstream – via Church
 - Brownies – TJ
- c) **Discussion** of procedures for engaging with established community groups and societies
SC suggested that a list of contacts for local groups should be compiled for consultation stages.
- d) **Discussion** of the purpose and content of such engagements
- e) **Preliminary discussion** of methodologies for communicating progress to the whole community
Notes should be distributed to the PC, Facebook and email distribution group, and this will be developed further.

10. Date of next meeting: Wednesday July 3rd at Quainton Road

11. Other Business:

TJ; As an outcome of the Parish Questionnaire, the issue raised about wheelchair access to the Playground should be raised to the PC. This was agreed.

Trevor Jenkins
NMNP Steering Group Secretary
July 2019

North Marston Neighbourhood Plan Steering Group

Minutes of Meeting held on 3 July 2019, Quainton Road, 8.00pm

Present

Mike Lane, Chair (ML)

Dave Rayner (DR)

Bev Davis (BD)

Trevor Jenkins, Secretary (TJ)

Katherine du Plessis (KduP)

1. Welcome to visitors – None

2. Apologies for absence:

Sally Chapman, Consultant.

3. Minutes of last formal meeting held 19 June 2019:

Agreed as an accurate reflection of the meeting.

4. Statements of Interest:

TJ declared that the new North Marston Wildlife and Environment Group that had been advertised in the Parish Magazine had now been formalised. He felt that this did not represent any conflict of interests with the NPSG but wished to declare this. This was agreed.

5. Moving forward with the Neighbourhood Plan – the Visions and Objectives:

a) Update on potential new Group members

No expressions of interest had been received.

b) Drafting of the major Visions and Objectives of the Plan (SC)

The group examined and discussed a number of template documents

c) Discussion of and decisions on delegation of "leadership" to individual Group members for specific Visions and Objectives

Four broad areas were proposed from discussions of others' documents:

- Development of the village
- Retaining heritage and history
- Protecting environment and landscape
- Sustainability of facilities

A working first vision statement was decided to be:

VISION

Over the period of the plan we will promote a flourishing community-based parish, [which maintains] maintaining its rich heritage and rural agricultural environment, both of which play an important part in the lives of its residents. Protection and enhancement of those characteristics are the key components of achieving the plan. It is vital that North Marston remains a thriving and sustainable parish [which promotes] promoting the well-being of its residents both now and in the future.

Built environment was the term preferred to roads and traffic

Four main Chapter Headings were agreed, and these would be led by 2 SG members working together; these are:

- Built Environment (including roads and traffic): All
- Green Environment: TJ and KduP
- History and Heritage: ML, working with John Spargo, History Club
- Community and Facilities: DR and BD

Sections of the Parish Questionnaire to be used for the remit:

- Social infrastructure into Community facilities
- History and Heritage
- Playground & Shop into Community section
- Housing
- Local economy
- Communications
- Local infrastructure
- Traffic and Transport
- Green environment
- History and Heritage

It was agreed that over the next 2 months that objectives would be developed and reported back to the next meeting.

All informal meetings on these areas are to be recorded and held.

d) **Establishment of preliminary timescale** for Plan completion

6. Other Business – to include any updates on outstanding matters from previous formal meetings

Updates: (ML)

6.1. The Report is not yet completed, and ML is aiming for the next 10 days

6.2. The 60 Bus: this revised and curtailed route provision is out to tender by BCC

6.3. TJ reminded SG of the engagement with younger age groups

- To make contact with leaders to incorporate into September Programmes
- To produce a Questionnaire suitable for use (Action ML)

7. Date of next meeting: Tuesday 3rd September 2019

Trevor Jenkins

Secretary, North Marston Neighbourhood Plan Steering Group

North Marston Neighbourhood Plan Steering Group

Minutes of Meeting of 3 September 2019 at Quainton Road at 8.00pm

Present

Mike Lane, Chairman (MAL)
Katherine du Plessis (KduP)
Bev Davis (BD)

Trevor Jenkins, Secretary (TJ)

1. Apologies for absence received from:

- Dave Raynor
- Sally Chapman (SC)

2. Minutes: to agree minutes of last two formal meetings held on:

- **19 June 2019** – Agreed as an accurate record
- **3 July 2019** – Agreed as an accurate record

3. Statements of Interest

None

4. Updates for information and discussion

4.1. VALP (MAL):

The Inspector is still examining, and is expected to complete mid-September. Then 6 weeks public comment (mid-november) and to consider comments (?mid-next year)

4.2. HS2 High Speed Rail (MAL)

Currently in the news

4.3. Ox-Cam Expressway (TJ)

A meeting is being held in the near future

4.4. Group Facebook page (TJ)

Now 25 people including 3 new

4.5. Email sign-up list (TJ)

25 people – no new additions

5. Final summary of Parish Questionnaire

5.1. Situation report (MAL)

The Survey Monkey subscription had stopped, but has now been re-activated, and has caused delays.

6. Engagement with the younger generations in North Marston

6.1. Discussion and amendment of circulated suggested questions (MAL)

The questions were discussed and agreed: MAL to re-draft and distribute

6.2. Proposals for organising engagement with relevant bodies and organisations to arrange completion of a final agreed questionnaire (Group)

It was proposed that a meeting of leaders of groups was convened: MAL to contact next week.

6.3. Discussion of and decision on timetable for completing younger generation engagement process (MAL)

To aim for 3 weeks' notice and aim for completion by end of term in December.

There is the issue of how to get to youngsters who do not belong to organisations or schools in the village: to liaise with SC

7. Moving forward with the Neighbourhood Plan – the Vision

- 7.1. **Decision on** an agreed **stated Vision** to act as the focus for the Plan (Group)
This was discussed and agreed and revisions were agreed. MAL will redraft

8. Moving forward with the Neighbourhood Plan – the Objectives

- 8.1. **Progress reports** on establishing current Chapter objectives:

- 8.1.1. Green Environment (TJ/KdP)
No meeting yet and a date will be arranged
- 8.1.2. Community and Sustainability (BD/DR)
A meeting has taken place
- 8.1.3. Heritage and Conservation (MAL)
No meeting yet and a date will be arranged

8.2. Discussion of and decision on timetable for establishing final objectives in each chapter (MAL)

Objectives are expected to merge and cross over and unlikely to be mutually exclusive.
Objectives to be completed by end of year.
One or more chapter's objectives to be discussed meeting by meeting.

8.3. Preliminary discussion of process for establishing objectives in Built Environment chapter (Group)

To be addressed following completion of other chapters

8.4. Discussion of possible engagement with North Marston Parish Council to discuss agreed objectives (MAL)

Following the completion of those chapters, prior to Built Environment chapter, the PC will be contacted to arrange a meeting to consolidate objectives before significant work takes place.

9. Writing the Neighbourhood Plan

- 9.1. **Discussion of** provisional target timetable for writing the Plan (Group)
Final objectives by the end of year
- 9.2. **Preliminary discussion of** possible approaches to writing the Plan (SC)
Discussion took place

10. Other Business

- 10.1. KdP advised that she would not be present at next PC meeting
- 10.2. MAL informed the Group that he had obtained a copy of the 1996 Village Survey. Following appraisal by Hisyory Club this will be passed on to TJ and then on to circulation to all SG members
- 10.3. MAL proposed a duration of 2 hours per Steering Group meeting

11. Date of next meeting: Monday 7th October 2019, 8pm, Quainton Road

Trevor Jenkins
Secretary

North Marston Neighbourhood Plan Steering Group

Minutes of Meeting 7th October 2019, Quainton Road at 8.00pm

Present:

Mike Lane, Chair (MAL)
Bev Davis (BD)

Katherine du Plessis (KduP)
Trevor Jenkins, Secretary (TJ)

1. Apologies for absence received from:

- Sally Chapman (SC)
- Dave Rayner, who has also given his resignation from the Steering Group

2. Minutes: to agree minutes of last formal meeting held on 3 September 2019

Agreed as an accurate reflection of the meeting.

3. Statements of Interest

None received

4. Updates for information and discussion

4.1. Final summary of Parish Questionnaire (MAL)

This is delayed.

4.2. VALP (MAL)

The document with modifications is out for public comment. In effect this may be the end of the year, subject to the Inspector.

4.3. HS2 High Speed Rail (MAL)

Under review at National level

4.4. Ox-Cam Expressway (TJ)

Detailed discussion took place on how this may affect North Marston Parish. It was decided that we should proceed as planned to reflect the outcomes of the Parish Questionnaire.

4.5. Group Facebook page (TJ)

20 people are following; one new this week.

4.6. Email sign-up list (TJ)

No changes

5. North Marston Emergency Plan

5.1. Discussion of necessity or desirability of developing an Emergency Plan for North Marston (BD)

This was discussed and a Full emergency Plan was not considered necessary as Emergency Services would be in control. There was a view that communications issues emerged from recent emergencies in the UK and that efforts could be focussed on planning for wi-fi and phone charging provisions in any emergency accommodation (eg Village Hall) for those billeted there.

5.2. Discussion of Steering Group involvement in any developed plan (MAL)

This was not considered to be within the SG remit or responsibilities.

6. Engagement with the younger generations in North Marston

6.1. Discussion and amendment of second draft of possible Junior Questionnaire (MAL)

The latest draft was discussed, and MAL will incorporate amendments agreed.

6.2. Proposals for organising a meeting with relevant bodies and organisations to arrange completion of a final agreed questionnaire (Group)

To be taken forward with the leads and/or contacts with known Parish organisations

7. Moving forward with the Neighbourhood Plan – the Vision

7.1. Decision on an agreed stated Vision to act as the focus for the Plan (Group)

The latest Vision was discussed, amendments proposed and agreed.

8. Moving forward with the Neighbourhood Plan – the Objectives

8.1. Discussion of and preliminary decisions on objectives in Community and Sustainability chapter (BD/DR)

This section was discussed in detail, amendments proposed, discussed and agreed. An amended version will be issued (BD)

8.2. Progress reports on establishing other Chapter objectives:

8.2.1. Green Environment (TJ/KdP)

Not discussed due to time constraints

8.2.2. Heritage and Conservation (MAL)

Not discussed due to time constraints

9. Other Business

9.1. Writing of The Plan – ML had communicated with SC and SC will write the details of The Plan.

9.2. 1990 Village Appraisal document – TJ confirmed that he still had this and would pass it on in due course.

10. Date of next meeting - Wednesday November 6th at 8pm, Quainton Road.

Trevor Jenkins
Secretary

North Marston Neighbourhood Plan Steering Group

Minutes of Meeting Held on 6 November 2019, Quainton Road at 8.00pm

Present:

Michael Lane, Chair, (MAL)
Kathryn du Plessis (KduP)
Bev Davis (BD)
Trevor Jenkins, Secretary, (TJ)
Sally Chapman, Consultant, (SC)

1. **Apologies for absence:** None received
2. **Minutes meeting held on 7 October 2019:** Agreed as an accurate reflection of the meeting
3. **Statements of Interest:** None declared
4. **Updates for information and discussion**
 - a) **Final summary of Parish Questionnaire (MAL)**
These will be available at next meeting.
 - b) **VALP (MAL):**
Medium sized villages' (as is North Marston designated) housing allocations are in accordance with VALP and made NPs
 - c) **HS2 High Speed Rail (MAL)**
Decisions apparently delayed to 2020
 - d) **Ox-Cam Expressway (TJ)**
A Parish Meeting is scheduled for 26th November
 - e) **Group Facebook page (TJ)** – no further changes
 - f) **Email sign-up list (TJ)** – no further changes
5. **Third Party Documents**
 - a) **Discussion of procedure for considering and noting relevant documents or extracts on official record (TJ)**
It was agreed to set up a drop-box for documents of note. KduP to set up on Gmail as all are on that system.
6. **North Marston Emergency Plan**
 - a) **Discussion of draft response to Parish Council Chairman (MAL)**
MAL's letter of reply to PC was discussed and agreed.
7. **Engagement with the younger generations in North Marston**
 - a) **Update on progress with organising a meeting with relevant bodies and organisations to arrange completion of a final agreed junior questionnaire (MAL)**
All but one of the village organisations have agreed to help in conducting the questionnaire. The meeting is intended to occur by end of November: 18th or 25th.
8. **Moving forward with the Neighbourhood Plan – Objectives and Policies**

Some objectives will be common to more than section when writing the plan:

 - a) **Discussion** of revised objectives in Community and Sustainability chapter (BD)
Slower traffic speeds was discussed as a recommendation but this is not admissible. Pedestrian safety is preferred issue, and can cover pavement pathways, probably within Built Environment. Sustainability: everything in the NP must relate to this and will be the expectation. Leave for future attention.

- b) **Discussion** of and preliminary decisions on objectives in Green Environment chapter (TJ/KdP)
In discussion. Guiding principles draft seems ok so move forward with that.
- c) **Discussion** of and preliminary decisions on objectives in Heritage and Conservation chapter (MAL)
MAL has met with History Club Committee and guiding principles were discussed. Further work to be arranged.
- d) **Preliminary discussion of** process for establishing objectives in Built Environment chapter (Group)
Discussion on when this section will be addressed concluded that that the first three sections will be addressed then this.
SC advised that this was usually about design etc.
MAL proposed that formal discussion about allocation should begin at next meeting in the context that VALP had no further allocations emerging.

Advice from SC:

- To discuss need for a settlement boundary within NP; SC recommends this as part of NP process
 - Also, local Green Spaces
- e) **Preliminary discussion of** process for establishing agreed policies in the Neighbourhood Plan (Group)

Policies – aim to write sections that we are each leading as per work to date. The overview process is usually: Vision to objectives to justification to policies.

Local Green Spaces are to be designated by PC.

Settlement boundary is the NPSG responsibility.

9. Communicating recommendations to the Parish Council

- a) **Discussion** of appropriate time to communicate agreed policy recommendations to Parish Council (TJ/SC)
SC advised that:
 - usually a draft Plan is produced.
 - An Aspirations Log is created, so that if a Developer comes forward then that can be put into action.
 - The Community Aspirations Log should go on the NPSG Google Drive
 - There is nothing to prevent the NPSG communicating recommendations to the PC during the Plan production process, ie: we do not have to wait to the end of the process

10. Writing the Neighbourhood Plan

- a) **Discussion of** provisional target timetable for writing the Plan (Group)
- b) **Preliminary discussion of** possible approaches to writing the Plan (SC)

Normally we would hand over the writing of the NP to SC as Consultant.

11. Other Business

- 11.1. The document “Delivering Special Qualities of Landscapes” to go on to NP Google Drive
- 11.2. SC suggested that the Heritage Assessment by History Club should be based on the North Marston Book

12. Meeting Dates

- a) **Next meeting** - Wednesday December 4 @ 8pm (Venue: Quainton Road) - confirmed
- b) **Following meeting** – Wednesday January 8 (Venue: Quainton Road) - confirmed

North Marston Neighbourhood Plan Steering Group

Minutes of Meeting held on 18 December 2019, Quainton Road at 8.00pm

Present

Michael Lane (ML), Chair

Bev Davis (BD)

Katherine du Plessis (KduP)

Trevor Jenkins (TJ), Secretary

1. Apologies: to accept apologies for absence

Sally Chapman, Consultant

2. Minutes: to agree minutes of last formal meeting held on 6 December 2019 – to follow

3. Statements of Interest – none received

4. Updates for information and discussion

a) Parish Council response to Community Emergency Plan suggestions (MAL) – no apparent action

b) Parish Online mapping tool (MAL) – to request PC to put on existing assets

c) VALP (MAL) – time for comment has now closed

d) Ox-Cam Expressway (TJ) – the PC position on this is unknown. TJ to request statement.

e) Group Facebook page (TJ) – no further developments

f) Email sign-up list (TJ) – no further developments

5. Engagement with the younger generations in North Marston

a) **Discussion** of report on Youth Organisation Leaders Meeting held 18 November 2019 (MAL)

b) **Discussion** of how to move forward with a revised Junior Questionnaire (Group)

The primary targets are school students and parents

The method of handing out questionnaires was not considered feasible

A WhatsApp group was suggested but this was dependent on personal data.

It was decided to go to groups with a paper questionnaire. An email distribution to Cricket Club members, it being winter currently.

ML to circulate a new draft for Steering Group

6. Moving forward with the Neighbourhood Plan – Objectives and Policies

a) **Discussion** of progress in developing objectives in Community and Sustainability chapter (BD)

No further progress

b) **Discussion** of progress in developing objectives in objectives in Green Environment chapter (TJ/KdP)

Add in Wildlife Corridors

c) **Discussion** of progress in developing objectives in objectives in Heritage and Conservation chapter (MAL)

MAL has met with History Club and received responses; work is in progress to produce a new draft

7. Recruiting more members to Steering Group

a) **Preliminary discussion** of possible strategies for enlarging Group membership (Group)

- History Club
- Jon Martin?
- PC – unlikely as additional workload

8. Other Business - None

Meeting Dates

a) **Next meeting** - Wednesday 8 January 2020 @ 8pm (Venue: Quainton Road)

b) **Following meeting** – Wednesday 5 February 2020 (Venue: Quainton Road TBC)

North Marston Neighbourhood Plan Steering Group

Minutes of Meeting held on 8 January 2020, Quanton Road at 8.00pm

Present:

Michael Lane (ML), Chair
Kathryn du Plessis (KduP)
Bev Davis (BD)
Sally Chapman (SC)
Trevor Jenkins (TJ), Secretary

1. Apologies for absence – none received

2. Minutes of formal meetings held on 6 November 2019 and 18 December 2019

These were agreed as accurate reflections of the meetings.

3. Statements of Interest

None declared.

4. Updates for information and discussion

- a) Parish Online mapping tool (KdP) – no further progress
- b) Junior Questionnaire (MAL) – an annotated draft was tabled and discussed; ML will complete. ML is intending to hold a meeting of Leaders of young persons' groups at end of January/beginning of February and is intending to attend group meetings. ML is also to discuss with the School Head, who is intending to also involve parents.
- c) New members of Steering Group (Group) – no success yet.
- d) VALP (MAL) – no further information
- e) Group Facebook page (TJ) – currently 37 Like and 41 Follow the Page
- f) Email sign-up list (TJ) – no further additions

5. Moving forward with the Neighbourhood Plan – Objectives and Policies

- a) **Agreement** of objectives in Community and Sustainability chapter (BD/MAL)
- b) **Agreement** of objectives in objectives in Green Environment chapter (TJ/KdP)
- c) **Agreement** of objectives in Heritage and Conservation chapter (MAL)
- d) **Discussion of** process for establishing agreed policies in the chapters listed above (Group)
- e) **Discussion of** process for establishing objectives and policies in Built Environment chapter (Group)

These sections were all discussed, reviewed and will be redrafted.
The Built Environment section will be discussed at the next formal quorate meeting.
SC will send details of assessing Green Spaces and how to designate them.

6. Moving forward with the Neighbourhood Plan – Writing the Plan

- a) **Discussion of** possible approaches to writing the Plan (SC)
Start to develop ideas of how the sections are written.
- b) **Discussion of** provisional target timetable for writing the Plan (Group)
To carry over funding

The PC has been informed to budget accordingly for SC's extra work because of numbers currently in the Steering Group

7. Moving forward with the Neighbourhood Plan – Communicating Progress

- a) **Discussion of** appropriate timing and process for informing North Marston Parish Council of the Group's agreed Objectives and Policies (Group):

The intention is to take the Aims and Objectives document to the PC by mid-to-late March

- b) **Discussion of** appropriate timing and methods for informing North Marston Parish residents of the Group's progress towards a completed Plan (Group)

The intention is to hold an Open Meeting for residents in early May

Then to write the First Draft Neighbourhood Plan document incorporating discussions and feedback.

8. Other Business - None

9. Meeting Dates

- a) Next INFORMAL meeting - Wednesday 5 February 2020 8pm – Confirmed (not minuted)
b) Next FORMAL meeting TBC – **Thursday** 5 March 2020 8pm - Confirmed