

**Little Milton Neighbourhood Plan Steering Group**  
**Minutes of meeting held on 23rd November 2017 at 27 Chiltern View**

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**Attendees**

Barry Coward (Parish Councillor) – Chairman

Raymond Fergusson (Parish Clerk)

Ian Dennis (Resident)

**1. Apologies**

The Chairman informed the meeting that apologies had been received from Elizabeth Swabey-Collison and Kate Daunt.

**2. Minutes of last meeting**

The minutes of the meeting held on 12th October 2017 were accepted as true record of the meeting

**3. Community First Oxfordshire/Locality Funding**

Raymond confirmed that the Parish Council had received the final tranche of the grant of £2,073 from Locality.

**4. SODC Emerging Local Plan**

The Chairman confirmed that the consultation period for the emerging Local Plan would close on 30th November 2017.

**5. Appendices and Evidence Base**

The Chairman reported that he had made some minor changes to the Background Document relating to Environmental Factors in respect of air pollution hotspots and the Background Document relating to Infrastructure Capacity. The Chairman stated that the website would be required to be updated.

**6. Plan Documentation – Progress**

The Plan		The final version of the Plan had been circulated for endorsement by the Parish Council but the Chairman was waiting for a response from the OCC Infrastructure Planners in respect of the Roads section within the Plan
Consultation Statement	SG/CFO	The Chairman circulated a first draft of the Consultation Statement that was based on information provided by Fiona Mullins of CFO
Basic Conditions Statement	CFO	The Basic Conditions Statement is currently being drafted by Fiona Mullins who hopes to have a first draft available before she goes on holiday to New Zealand although it is not required in advance of the Regulation 14 Consultation

## **7. Regulation 14 Consultation Event & Publicity**

The Chairman reviewed the schedule that had been circulated with the agenda that detailed the various stages through the consultation period. The Chairman suggested that he would deliver a PowerPoint presentation at the event in the Pine Lodge on Friday 19th January 2018. Ian raised a question about the publication of email addresses related to consultees. The Chairman stated that email addresses would not be published in the Plan document itself. The Chairman suggested that the most appropriate format for responses to the Consultation was by email to the Parish Council email address or by a paper response to the Clerk. It was agreed that the public notice of the meeting would be distributed with the January Newsletter

## **8. Any other business**

There were no matters raised.

## **9. Schedule of meetings**

The next meetings was scheduled for Thursday 14th December 2017, 11<sup>th</sup> January 2018 and consultation 19-20<sup>th</sup> January 2018

## **10. Date of next Meeting**

The next meeting will be held on Thursday **14th December 2017** at 7.30 p.m. Venue to be agreed nearer the time.