

**Little Milton Neighbourhood Plan Steering Group**  
**Minutes of meeting held on 12th November 2018 at Pear Tree Cottage**

**Attendees**

Barry Coward (Parish Councillor) – Chairman  
Cllr. Kate Daunt (Councillor)  
Ian Dennis (Resident)  
Raymond Fergusson (Parish Clerk)

**1. Apologies**

None

**2. Minutes of last meeting**

The minutes of the meeting held on 24th October 2018 were accepted as true record of the meeting.

**3. Referendum Plan**

1. Two Week Flyers

It was confirmed by all present that the flyers had been distributed to the village as planned.

2. Banners

Barry reported that four out of the six banners had been displayed and the two remaining banners would be displayed soon. They had been held up due to weather causing a concern.

3. Evening before the flyer

The “Your Vote Counts” leaflet will be distributed on 21<sup>st</sup> November 2018.

4. Pine Lodge Event

It was agreed that all steering group members would make themselves available to support the consultation on Friday 16<sup>th</sup> November. The staffing on Saturday 17<sup>th</sup> would be reviewed after the Friday consultation event. The Chairman requested that Pine Lodge was available from 1.45 p.m. on Friday 16<sup>th</sup> November.

**4. Statistics**

The Chairman shared some interesting statistics that he had gathered in respect of the Neighbourhood Development Plan

- The Plan had taken thirty months to reach the Referendum Day
- The Steering Group had met 37 times.
- There had been 67 versions of the Plan
- The Plan was seventy nine pages
- The supporting documentation was 292 pages
- There were 990 emails
- There were 1759 files for the NDP

## **5. Budget remaining**

Raymond reported that the budget spend in 2018-19 was £797 and his latest project of actual expenditure including the printing cost of the leaflets from Colourplus was £580.

## **6. Debrief Meeting**

It was agreed that a Post referendum review meeting would take place at The Lamb on 13th December 2018. Barry stated that he would contact Fiona Mullins at CFO to confirm a date for a post referendum review with CFO.

## **7. Milestones**

The outstanding timings for the Plan to reach an adopted Referendum are as follows

Referendum Day	November 22nd 2018
Adoption of Plan by SODC	December 2018 (estimated)

## **8. Any Other Business**

The Chairman raised the need to consider a process to ensure that that the Parish Council post May 2019 was fully supported in understanding and using the Neighbourhood Development Plan and to consider a mechanism for keeping the evidence base updated as required. It was agreed that the draft document provided by the Chairman would be the basis for discussion with the new Parish Council post may 2019.

## **9. Date of Next Meeting**

The next meeting is planned for **December 13th at The Lamb starting at 7.30 p.m.**