

Little Milton Neighbourhood Plan Steering Group
Minutes of meeting held on 26th September 2018 at 27 Chiltern View

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 10th August 2018 were accepted as true record of the meeting.

3. SODC Decision Notice

The Chairman reported that the Parish Council had approved the extension of the deadline date for the issuing of the Decision Notice by SODC. The Chairman had received confirmation from Sam Townley at SODC that five out of the six questions raised by SODC had now been mutually agreed but he was disappointed that the insertion of the date of the examiner's report had been excluded.

The Chairman reported that the formal Decision Notice had not been received or advised.

4. Amendment of Plan- Referendum Version

The Chairman reported that he had already amended the Plan to incorporate the changes detailed by the Examiner but was waiting for the Decision Notice before uploading the final version on to the Website.

5. Referendum Plan

The outline of the plan is as follows:

1. Referendum date: 22 November 2018; the Pine Lodge is booked
2. Publicity
 - Distribution of flyers 9-11 November
 - Banners: strategically placed around the village; possible locations Gate at entrance to the bridle path from Old Field, Entrance to Old Field off the A329, Entrance to car park, School gates the Cross, entrances to village, Skinny Horner
 - Distribute flyer on eve of referendum; 21st November 2018
 - A suitable article had been included in the October newsletter with further article scheduled for the November newsletter

3. There are two events in the Pine Lodge to facilitate further consultation with the electorate.

- Friday 16th November 2.00 p.m. -4.00 p.m.
7.00 p.m. – 9.00 p.m.
- Saturday 17th November 10.00 a.m. - 12.00 p.m.

6. Printed Copies

The Chairman reported that he had received six copies of Appendix A and three copies Appendices B, C and, D.

The timing of the printing of the final version of the plan will be dependent upon receiving the Decision notice from SODC.

The Chairman reported that the Flyers for distribution on 9-11 November were ready for printing.

7. Website copies of Referendum Version of Plan

The Chairman reported that the Referendum Version of the Plan currently on the website would be replaced after the receipt of the Decision Notice and would incorporate all the changes notified by SODC

8. Milestones

The expected timings for the Plan to reach Referendum are as follows

Decision Notice issued by SODC	by September 28th 2018
Referendum Day	November 22nd 2018
Adoption of Plan by SODC	December 2018 (estimated)

Schedule of Steering Group Meetings

8 th October Pear Tree Cottage	Approval of Plan for printing and material for website
24 th October 27 Chiltern View	1. Check Referendum preparations progress 2. Website ready for Referendum
12 th November Pear Tree Cottage	1. Distribution of publicity materials 2. Final check of publicity plan

9. Any Other Business

Raymond reported that before the recent expenditure by the chairman of £304.50 the available budget was £683. Any consideration of WiFi for the Pine Lodge will be considered after the final costs of the Neighbourhood Plan have been determined.

10. Date of Next Meeting

The next meeting is planned for **October 8th at Pear Tree Cottage**