

**Little Milton Neighbourhood Plan Steering Group**  
**Minutes of meeting held on 24th October 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 8th October 2018 were accepted as true record of the meeting.

**3. SODC Decision Notice**

The Chairman confirmed the receipt from SODC of the Individual Cabinet Member Decision Notice for the Little Milton Referendum.

**4. Referendum Plan**

1. Two Week Flyers

The Chairman distributed the flyers to each member. These would be distributed to each property in the village two weeks prior to the referendum.

2. Banners

The Chairman stated that he planned to put the banners around the village about two weeks before the referendum. Kate offered to help but the Chairman expected he would manage.

3. Evening before the flyer

The Chairman distributed the flyers to each member. These would be distributed to each property in the village on the evening before the referendum.

4. Newsletter article and advert

The Chairman reported that he had submitted an article/poster for inclusion in the November newsletter

5. Pine Lodge Event

- Materials

The Chairman informed the meeting that he had the necessary materials including some posters for the consultation events in the Pine Lodge

- **Duty roster**  
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 16<sup>th</sup> would be reviewed after the Friday consultation event

**5. Announcement of Referendum result**

The Chairman stated that he expected the result of the referendum to be announced soon after the poll closed on Thursday 22<sup>nd</sup> November and hopefully Steering Group members might choose to be around to hear the announcement

**6. 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. It was expected that there would some additional printing costs for the final version of the Neighbourhood Plan. Raymond was satisfied that the overall project would be contained within the grant money received from SODC and Locality. Raymond reported that he had spoken with Fiona Mullins at Community First Oxfordshire and that he had now received the final invoice in respect of their consultancy. He also reported that Community First Oxfordshire would like to have a post referendum meeting to review our experiences of delivering a Neighbourhood Development Plan. This was agreed to by the Steering Group.

**7. Milestones**

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

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

Schedule of Steering Group Meetings

12 <sup>th</sup> November Pear Tree Cottage	1. Publicity plan progress and reactions 2. Date for social event 3. Any other business
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**8. Any Other Business**

There was no other business.

**9. Date of Next Meeting**

The next meeting is planned for **November 12th at Pear Tree Cottage starting at 7.30 p.m.**