

**Little Milton Neighbourhood Plan Steering Group**  
**Minutes of meeting held on 20th September 2016 at the Pine Lodge**

**Attendees**

Barry Coward (Parish Councillor) - Chairman  
Bertie Bright (Parish Councillor)  
Mike Holifield (Resident)  
Ian Dennis (Resident)  
Elizabeth Swabey-Collison (Parish Councillor)  
Raymond Fergusson (Parish Clerk)

**1. Apologies**

The Chairman informed the meeting that apologies had been received from Kate Daunt,

**2. Minutes of last meeting**

The minutes of the meeting held on 23<sup>rd</sup> August 2016 were accepted as true record of the meeting

**3. Matters arising**

- The Chairman also reported that Gayle Wooton, SODC Neighbourhood Planning Officer, had left her current position at SODC and as yet there was no replacement. He expressed the view that at this stage in the process it was not critical but as the plan developed it would become a critical issue.
- The Chairman stated that the Neighbourhood Plan did not require a Strategic Environmental Assessment (SEA) and was waiting on formal confirmation. The Chairman expressed the view that the work that had already been done should be reviewed in the preparation of the plan.
- The Chairman reported that the Parish Council had received confirmation from SODC that they would allocate a grant for £5000 towards the Neighbourhood Plan. Raymond highlighted that additional grant funding between £1000 and £9000 was available from My Community for specific activities between 2015- 2018. The grants could not be for retrospective work.
- The Chairman reported that the community website [www.littlemilton.org.uk](http://www.littlemilton.org.uk) now held the relevant information in terms of reference documents as well as working files.
- The Terms of Reference between the Steering Group and the Parish Council were adopted at the Council meeting on Wednesday 14th September 2016.
- The Chairman stated that he had circulated two documents after the meeting held on 23<sup>rd</sup> August, A Key Issues Document and Thoughts on Capacity and Sustainability. This was in response to a discussion at the meeting.

**4. Village meeting: 13 September 2016**

The Chairman reported that 20 people had attended the meeting that was held on 13th September 2016. He explained the structure of the meeting and the support of the residents at the meeting for a Neighbourhood Plan. A full record of the questions asked were recorded as well as the responses given. The Chairman emphasised the need for transparency in the consultation process and the need to demonstrate a wide consultation with the village. The full details of the meeting can be read on the website

<http://www.littlemilton.org.uk/shared/attachments.asp?f=8ba8ee93%2D6260%2D4228%2D8a73%2D0e8582c8520e%2Epdf>

## 5. Village survey

The Chairman reported that he and Kate had produced a first draft of the village survey and that it had been circulated to members of the steering group. He also reported back on the meeting that he and Raymond had with Simon Purfield of Stratford and Avon District Council who was a member of the Consultation & Insight Unit that provides a market research service to other public bodies. It was emphasised that processing the village surveys by an independent body was important to reassure the integrity of the process. The key points from the meeting were:-

- Review and comment of the structure of the questions proposed
- Ensure that the completeness of the question to ensure to meet the expectations of the external examination
- Preparation and printing of questionnaires and delivery to customer
- The timetable of the process should be 6 weeks post agreed questionnaire
- Production of headline analysis followed by full report
- All source documents held by Stratford DC
- The early indication is a cost of between £1400 and £1600

The Meeting agreed to support using Stratford District Council to produce the village questionnaire.

There was a discussion on the first draft document and a number of questions were asked about the significance of some questions. The Chairman stated that an updated questionnaire would be circulated 2/3 days before the next meeting (5<sup>th</sup> October) to allow a full review of the questionnaire to allow any feedback by members not attending the meeting.

## 6. Schedule of meetings

The following dates and venues were agreed

Wednesday	October 5 <sup>th</sup>	29 Chiltern View
Tuesday	October 18 <sup>th</sup>	27 Chiltern View
Tuesday	November 1 <sup>st</sup>	TBA
Wednesday	November 16 <sup>th</sup>	Greystone Stores

## 7. Consultation to determine plans, plus capacity and infra-structure factors

The Chairman explained that there was need to consult with a number of groups to determine their future development plans on potential land use within the village as well as to determine the impact on the infra-structure of any future developments. The following structure was agreed:-

Little Milton School	Ian Dennis
Local Farms	Mike Holifield
BBOWT	Barry Coward/Raymond Fergusson
Thames Water	Barry Coward/Raymond Fergusson
Little Milton Shop	Bertie Bright
Morgan Associates	Bertie Bright
Housing Associations	Barry Coward
The Lamb	Elizabeth Swabey-Collison
Warren Barn	Mike Holifield
BT Openreach/ SSE	Raymond Fergusson
Morland House?	Barry Coward

## **8. Major topic working groups**

The Chairman highlighted the major topics that would need to be addressed by the Neighbourhood Plan and his desire to assign small working groups to progress them. The following working groups were agreed:

Village Survey	Barry Coward, Kate Daunt, Raymond Fergusson
Sustainability	Kate Daunt/Barry Coward
Housing Needs Assessment	Bertie Bright/Barry Coward
Environment	Barry Coward/Raymond Fergusson

## **9. Any other business**

There were no issues raised

## **10. Next meeting**

The next Steering Group Meeting will be held on Wednesday 5<sup>th</sup> October 2016 at 7.30 p.m. at 29 Chiltern View. A key part of the meeting will be to review the Village Survey.