

**Minutes of meeting of the Neighbourhood Planning Steering Group  
held on Monday 25 November 2013 at 7:00 pm  
in the Olney Centre**

**Present:** Councillors Joe Stacey, Tony Evans, Jeremy Rawlings and John Sharp

**In attendance:** Liam Costello (Town Clerk)

**1. To confirm council membership of the steering group and elect a chairman from amongst the members**

Cllr Stacey was elected as the chairman of the Steering Group

Cllr Stacey, Evans, Rawlings and Sharp were conformed as members of the group. Another Cllr member required. Joe Stacey to approach Colin Rodden

JS

**2. Prepare a list of possible community member candidates.**

The group suggested various local people that may be suitable to fill the 4 community positions on the group

The Clerk to write to the following people.

Colin Kempson

Paul Collins

Brian Partridge

Helen Newbould

Chris Shaw

Helen Fudge

Claire Wood

LC

**3. To agree a schedule for when meetings of the steering group will take place**

Meetings are to take place on the 1<sup>st</sup> Tuesday of each month starting on 7<sup>th</sup> January 2014

**4. To discuss and establish terms of reference for steering group**

Discussion about terms of reference of group

Group to have delegated powers similar to committee, with report given to town council meeting.

Detailed terms of reference to be agreed at future meeting.

LC

**5. To consider a draft Neighbourhood Plan Area Designation Application**

The group considered and approved a draft Neighbourhood Plan Area Designation application for submission to Milton Keynes Council

**LC**