

**Minutes of meeting of the Neighbourhood Planning Steering Group
held on Monday 04 February 2014 at 7:00 pm
in the Olney Centre**

Present: Joe Stacey, Tony Evans, John Sharp, Ann Walker, Chris Shaw, Helen Fudge, Helene Newbold and Colin Kempson

In attendance: Liam Costello (Town Clerk)

1. To welcome new members

The Chairman introduced and welcomed the new members

2. To approve the minutes of the previous meeting held on 07 January 2014

RESOLVED: The minutes of the meeting held on 07 January 2014 were agreed.

3. Matters arising

The chairman went through the actions arising from the previous meeting.

- Area designation application formal consultation in progress
- Locality publication supplied to all members
- Chairman met with new steering group members to brief them
- Chairman and Town Clerk met with MKC officers to discuss CIL/S106 and housing numbers
- Core Strategy and other documents supplied to new members
- Plan of land owned by OTC circulated at meeting

4. Plan Launch

• **Phonebox Article**

The draft article was discussed and a number of amendments agreed. Chairman to meet with Phonebox to discuss having a regular article in the magazine

JSt

The group agreed the expenditure of £400 on the launch article.

• **Website preparation**

Town Clerk has done some preparatory work on this. Chairman and Town Clerk to meet to progress. Separate website with link from main OTC website.

JSt & LC

- **Facebook**

Chairman spoke to Jeremy Rawlings who will create a Facebook group for the Neighbourhood Planning

JR

5. **Meeting with Milton Keynes Council**

Chairman and Town Clerk met with Becky Hahn and Mark Harris (MKC) to discuss Housing numbers and CIL / S106

The housing numbers projected for the rural key settlements is unclear. MKC will provide us with a briefing note with their latest thinking in terms of numbers.

MKC

There is an internal debate as to whether MKC will adopt a CIL or continue to rely on S106 agreements. MKC due to make a decision later in the year.

6. **Plan Preparation**

RESOLVED:

- **List of consultees a) Statutory b) Other**

A draft list of statutory consultees was circulated. Local voluntary groups to be added to the list

TE & HN

- **Contact consultees**

Discussion about whether to contact consultees. It was decided to wait until there was something to consult on.

- **Foundation documents – list and obtain**

Folder containing key documents circulated to community representatives on the steering group. Copies to be put together for Council members

LC

- **Use of Action Plan for Olney 2010-2014**

Action Plan should be a key piece of evidence for the plan preparation. Copy to be circulated to all members

LC

- **Scope – amend, agree**

The chairman spoke about the scope draft. As the document had not been circulated to all members, it was decided to discuss this at the March meeting.

- **Detailed development of scope**

The chairman asked for volunteers to look at individual issues in the scope and put together a list of what were the key issues that should be addressed.

Conservation and Town Centre - Colin Kempson

Environment and Open Spaces - Tony Evans and Chris Shaw

Education – Helena Newbold

Traffic – Ann Walker and Joe Stacey

Housing – Joe Stacey, Helen Fudge and Liam Costello

Employment - Joe Stacey, Helen Fudge and Liam Costello

Health – Ann Walker and Helena Newbold

Chairman said that he would produce an executive summary of key points from list of key documents and policies received from MKC.

- **Ideas on engagement with consultees**

Discussion around how to engage with the public and consultees.

Decision was to hold a drop-in public day at the Olney Centre in mid-May.

JSt

- **Target dates for process**

The committee discussed the timescale and felt that it was imperative that the plan is completed as quickly as possible

7. Any other business.

None