

**Minutes of meeting of the Neighbourhood Planning Steering Group
held on Tuesday 08 July 2014 at 7:00 pm
in the Olney Centre**

Present: Joe Stacey, Deirdre Bethune, John Sharp, Jeremy Rawlings, Chris Shaw, Ann Walker, Helen Fudge and Colin Kempson

In attendance: Liam Costello (Town Clerk) and Mark Harris (Milton Keynes Council)

1. Apologies

Apologies were received from Tony Evans, Colin Rodden, and Heléna Newbold

2. To approve the minutes of the previous meeting held on 03 June 2014

RESOLVED: the minutes of the meeting on 03 June 2014 were agreed

3. Matters arising

- Fee proposal received for Housing Needs Assessment. To be discussed later
- HF reported that she hasn't been able to make contact with the Chamber of Trade to set up a meeting. DB agreed to arrange contact with Chamber

DB

4. Questionnaire :

General discussion about the format and length of the questionnaire. Feeling was that the questionnaire needed to be cut down as it was too long.

CK agreed to re-draft, and then CK, JSt, DB and AW would get together to discuss. Amended version to be circulated at all for comment with a view to finalising and approving in September. Main points for amendment were:

- Title page needed
- Reduce introductory text
- Cut down on number of questions
- Fewer open-ended questions
- Change the order of the sections

**CK, JSt,
DB, AW**

- Medical – Cobbs Garden surgery full. MH said that Clinical Commissioning Group should have information on capacity of surgeries. MH agreed to speak to Infrastructure Delivery Group **MH**
- Education – Simon Simms is the contact at MKC to discuss with. **LC**
- Discussion about Fee proposal from Opinion Research Society to carry out a Housing Needs Assessment specifically for Olney as opposed to the borough wide assessment.
- Mixed opinions expressed about the need, and value, of an assessment, although if the plan was to include policies on housing mix, there needs to be some evidence to substantiate any policies. At least three fee proposals required. MH to supply contacts for HNA **MH, LC**
- 5. Finalising**
- Questionnaire to be finalised in September. **All**
- 6. Printing and distribution**
- Chamber to be contacted for local business contacts
- 7. Consultation – Chamber of Trade, Schools, NAG, others.**
- JSt to speak to Rosemary Osbourne about consultation with NAG **JSt**
- 8. Drop in sessions, - organisation, display material, etc**
- Need to discuss format of drop in sessions. Agenda item for September **LC**
- 9. Review by consultant**
- JSt said that at some point in the future that it would be good to get a consultant to review where the group were with the plan. MH commented that MKC would get their plans reviewed before submission.
- 10. Any other business**
- HF asked about the two documents that had been circulated from agents putting forward sites for consideration. JSt commented on all the potential sites that had been identified.
- MH said that MKC have carried out a review of housing needs, and that they would shortly be consulting on site allocations, which may mirror work being carried out by the steering group.

CK asked about the 5 year land supply. MH responded that across the borough there was a 5.1 year land supply, but in the rural area there was a shortfall.

CK raised the issue of protection of the river valley, and whether we should include policies, in conjunction with other parishes.