

**Minutes of meeting of the Neighbourhood Planning Steering Group  
held on Tuesday 02 September 2014 at 7:00 pm  
in the Olney Centre**

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

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

**1. Apologies**

Apologies were received from Tony Evans.

**2. To approve the minutes of the previous meeting held on 8th July 2014**

**RESOLVED:** the minutes of the meeting on 8th July 2014 were agreed

**3. Matters arising**

- DB reported on meeting with Chamber of Trade. Questions incorporated into questionnaire.
- JS met with the Neighbourhood Action Group.

**4. Letter from MKC on housing numbers**

Letter received from MKC setting out their definitive figure on housing requirement for Olney which is 325 – 350 up to the year 2031.

**5. Questionnaire:**

The group went through each question and agreed amendments. DB and LC to amend questionnaire and submit to Ron Hall at Phonebox for design and production.

**6. Finalising, printing, distribution. On-line facility**

Once the draft questionnaire has been amended it is to be submitted to the Phonebox for design and layout. Once a proof has been prepared it should be circulated to all members for comment.

**7. Next stage:**

- (i) Housing Needs Assessment – The group discussed the need for an independent assessment to look at Olney's need. LC to pursue discussions with consultants
- (ii) Discussion about who else needs to be consulted with and sent the questionnaire.
- (iii) Meeting with Weston Underwood postponed until October.
- (iv) Consultation with schools. HN, CR and JR to make contact with schools.
- (v) Drop in sessions at the Olney Centre next month. LC to check dates.
- (vi) JR has given some thought as to how to analyse the questionnaire responses.

**8. Review by consultant**

Plan to be reviewed by external consultant when prepared.

**9. Template/index for compiling plan**

Template for the plan to be based upon the index agreed in March.

**10. Any other business**

Colin Kempson raised concerns about the general format and consistency of the format of the questionnaire.

The concerns should be dealt with during the production of the questionnaire.