

**Minutes of meeting of the Neighbourhood Planning Steering Group  
held on Tuesday 20 January 2015 at 7:00 pm  
in the Olney Centre**

**Present:** Joe Stacey, Deirdre Bethune, Tony Evans, Colin Kempson, Chris Tennant, Rob Bolton

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

**1. Apologies**

Apologies were received from Heléna Newbold, Chris Shaw and Colin Rodden

**2. To approve the minutes of the previous meeting held on 02 December 2014**

**RESOLVED:** the minutes of the meeting on 02 December 2014 were agreed

**3. Matters arising**

- Meeting with BRTA not taken place yet.

**4. Two offers of support to steering group – results of discussions**

- Chris Tennant addressed the committee and explained his background, as a town planner, and his interest in the Olney Neighbourhood Plan.
- Rob Bolton, similarly, explained his background and experience, which was more from the developer side.

Both men were long term residents of Olney with families, but stressed that they were not involved in any local projects, and like to keep their work and home life separate.

Both would be able to bring technical expertise and support to the group.

**RESOLVED:** That Chris Tennant and Robert Bolton become members of the Steering Group.

**5. Status of questionnaire**

640 responses were received to the consultation. The summary data from the consultation was circulated to members of the group.

As DB did the majority of the inputting, she suggested that a sample be audited. It was agreed that a 5% sample would be audited.

LC

**6. Status of Housing Needs Analysis**

Housing needs surveys will be circulated to all local households with this month's Phonebox. This can be completed online, although each respondent will require a unique number available from a printed copy of the form.

**7. Organise the summarising of the comments – groups of three**

The textual responses will be output into spreadsheets and put in a format to be able to analyse.

LC, DB

**8. Release of parking figures to MKC**

As MKC are currently consulting on introducing parking charges in Olney, JSt asked the committee whether the figures from the survey, related to parking, should be released to MKC

**RESOLVED:** Not to release the figures as per council policy

**9. Implications of affordable housing. Reservations for local people**

With 30% affordable housing requirement in the core strategy, approximately 100 of the additional dwellings need to be affordable. All members thought that it would be best if they were 'pepper-potted' around the sites, as opposed to concentrated in one location.

**10. Implications of safeguarding sites for future development - employment, schooling and medical.**

Discussion about safeguarding sites for necessary community facilities.

Simple policy need in plan to safeguard sites.

**11. Establish schedule for preparing draft plan based on list of tasks**

JSt has prepared a task list document which he circulated. He asked that all members review and submit comments to him.

ALL

One area that he felt we needed clarification was in the area of CIL / S106 developer contributions. CT agreed to speak to MKC and produce a briefing document

CT

One task that needs to be completed is an assessment of the constraints and benefits of all sites. RB agreed to research information from the published SHLAA

**RB**

CK, JSt and LC to meet to begin preparing background document

**CK, JSt ,  
LC**

Discussion about letter from Scorpion. Contact list of business in Olney to be obtained from MKC, to survey about employment needs.

**LC**

**12. Any other business**

TE raised concerns about the business park applications. Another application has been submitted for an office building on the business park.

All members of the steering group to be informed about any major applications in the town.

Next meeting to be on the 4<sup>th</sup> Tuesday of February to avoid clash with Pancake Day.