**Action Points from the Neighbourhood Plan Steering Group meeting held on the 24th January 2024**

**Attendance**

Malcolm Newing (Chair)

Greg Noble

Bon Hine

David Venn

Eileen Curry

Craig Champion

**Unable to attend.**

Tracy Youngs

Nick Ellins

Andy Gardner

Michaela Gardner

Damian Willingale

1. **Introduction**

Malcolm provided an update on progress with the Neighbourhood Plan

* The Pre-Submission Plan and Design code had been signed off at the January Parish Council meeting.
* The Strategic Environmental Review by AECOM was still outstanding, we need this completed and ready for the RE14 6-week consultation.
* The current plan is to carry out the consultation from the 1st Feb to the 14th March however given the hold up with AECOM it was agreed to slip this to the 8th Feb until the 21st March.
* Currently Malcolm was planning on a post consultation meeting with Neil Homer on the 21st of March and the Steering Group. He will review if this can still work. **Action: Malcolm N**
* The process going forward is
	+ O’NeillHomer will check the final Plan following any consultation amends against the basic conditions and produce a statement.
	+ The Plan, SEA and Basic conditions statement will be sent to Bucks Council for their review.
	+ Bucks will issue for a further 6-week consultation
	+ Any feedback will be used to make any further adjustments to the final plan.
	+ The plan is then passed to an external examiner.
	+ Once the examiner confirms his acceptance of the plan it is then issued for a Referendum of Stoke Hammond and Newton Leys Parishioners. A 50% acceptance will see it added to the Aylesbury Vale Local Plan as an official planning document specific to the parish.
1. **Communication**

The timetable for promoting the consultation period, vehicles for the communication and the actual messaging were agreed as follows:

**Timetable**

* SH News to be distributed weekend of the 3rd/4th February.
* Facebook to be updated with regular messages from the 7th February.
* Website to be updated with the Pre-Submission Plan, Design Code and SEA on the 8th of February.
* Leaflet drop in Stoke Hammond w/c 12 February.
* Leaflet drop in Newton Leys South w/c 19 February.
* ‘Walk ins’ scheduled for 21st February 19.00 to 21.00 and 24th February 14.00 to 16.00 in the Stoke Hammond Community Centre.
* ‘Walk in’ scheduled for 27th February 19.00 to 21.00 in the Newton Leys Community Centre.

**Messaging**

It was agreed this needed to be as simple as possible. The Plan has been communicated and explained at the exhibition in March 2023 and received a high level of approval. The full documentation will be available to view on the website for a six-week period.

The important outcome for us is that parishioners are aware and supportive of the allocated sites, the detailed policies and that they complete the feedback form.

 This needs to be clear on the website, Facebook page and in the leaflet drop. They also need to be aware of the walk-in opportunities for help with more detailed understanding beyond the documents themselves if required.

**Feedback**

The feedback form has been included as an insert to the SH News in the format sent out to SG members. It was suggested that the wording be altered so that comments on all aspects of the plan can be included on one rather than multiple forms. The amendment was agreed, it was too late for the SH News but can be changed on the website. Malcolm to arrange it with Damian. **Action: Malcolm N.** It was also agreed a slimmed down version of the feedback form be included on the reverse of the door drop leaflet. **Action Bon H.** Electronic feedback was in hand with Damian and would be collected via the website. Paper copy feedback collection would be made possible via postboxes in the Village Shop, Community Centre and Sports Club. **Action: Malcolm N / Greg N**

1. **Communication Vehicles**

**Door Drop Leaflets**

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It was agreed that a door drop leaflet would be necessary. Bon offered to produce an ‘Aunt Sally’ for agreement, that encourages involvement, provides dates of the Consultation and Walk ins and has a feedback form. She said it could include a QR code to the website. **Action : Bon H**

It is hoped all steering group members can assist with distribution as per the agreed timetable. Malcolm will ask members not at the meeting if they can assist. **Action : Malcolm N**

**Posters, Website and Facebook**

As with last March it was agreed we will use the door drop leaflet as promotional material throughout the 6-week period. Posters once available to go up all around the village and Newton Leys South.

**Hard Copy Documents**

The issue of hard copy documents of the Pre-Sub etc was raised for people who can’t use electronic means of access. Malcolm explained that the sheer size of the documentation makes large numbers of hard copies expensive. It was agreed we could produce a small number and make them available as Library copies in our main centres in the Parish. Malcolm would investigate **Action: Malcolm N**

**Walk Ins**

Malcolm would produce the materials to support the walk ins along the same lines as the March 2023 exhibition. He would circulate for agreement to the Steering Group. The main changes would be the reduced sites for inclusion, the reasoning for our decision and the changed detail under the individual policies**. Action: Malcolm N**. Greg suggested that we might also include more from the design code document which was agreed

Dave suggested that a session could also be held on one of the coffee mornings.

1. **Other**

The Neighbourhood Plan is the first stage in a broader objective to produce a Parish Plan for improving services through S106 and other available funds. This is a project currently led by Craig Champion. Ever since 2018 and the purchase of the Bragenham Side field, understanding what developments are possible and sustainable has been an objective. We have obtained some broad perspectives but there is a need for demand to be determined in more detail. So far, we have approached the existing key organisations in the Parish, but we also need to get to the needs of those living in the Parish but not currently using facilities as to what they want and more importantly what they would support if it existed. Greg suggested creating part of the display to explore this with those who attend. Eileen said there was a feeling amongst some villagers that the question had been asked but responses not acted upon.

1. Date of the next meeting to be notified later.

Malcolm Newing