

**Little Milton Neighbourhood Plan Steering Group**  
**Minutes of meeting held on 1st November 2016 at 29 Chiltern View**

**Attendees**

Barry Coward (Parish Councillor) - Chairman

Ian Dennis (Resident)

Raymond Fergusson (Parish Clerk)

**1. Apologies**

The Chairman informed the meeting that apologies had been received from Kate Daunt, Elizabeth Swabey-Collison, Bertie Bright and Mike Holifield.

**2. Minutes of last meeting**

The minutes of the meeting held on 18th October 2016 were accepted as true record of the meeting

**3. Matters Arising**

**Lack of Contact at SODC**

Raymond reported that he had attended a meeting on 31<sup>st</sup> October 2016 where a representative of SODC had stated that the Neighbourhood Development team at SODC had recruited 2 staff and a dedicated project manager to support parishes across the district.

**4. Village Survey**

Barry reported that the questionnaires were ready for distribution and stated that he hoped the questionnaires would be collected by Monday 21st November and that they could be delivered to the Stratford Team by 25th November. Barry stated that he would liaise with other members of the group to collect their survey packs.

**5. Impact of Chalgrove proposals on NPD**

Raymond gave a brief report on the meeting he attended at the Lambert Arms that was considering the Strategic Transport Corridors as result of the proposed development at Chalgrove Airfield. This led to a discussion on whether the Neighbourhood Plan should have a specific policy document to cover the roads within the village. It was agreed that this matter should be discussed with SODC in due course as it was unclear as to whether roads were within the remit on a Neighbourhood Plan.

Raymond reported that a senior manager from SODC who attended the meeting emphasised that the importance of a Neighbourhood Plan as it had material weight in the planning process.

**6. Progress on consultation to date**

The following was the progress on a number of areas that had been identified

1) **Little Milton School**

This item was now complete.

2) **Farms**

Ditchend Farm is an ongoing situation that Mike is managing.

3) **BBOWT**

This item is now complete.

4) **Thames Water**

This item is awaiting a further response from Thames Water's team who are involved with the development of Neighbourhood Plans.

- 5) Little Milton Shop  
Bertie had submitted a view on the shop as he had been unable to have a meeting with the shop manager and this had been circulated to members of the steering group.
- 6) Morgan Associates  
Bertie had submitted a report following his meeting with Tom Mellor of Morgan Associates and this had been circulated to members of the steering group.
- 7) SODC Affordable Housing Team & Housing Associations  
This item is now complete.
- 8) The Lamb  
Although Elizabeth has not formally reported on the needs of The Lamb it is understood that the owners are considering a modest extension to their establishment.
- 9) Warren Barn  
This item is now complete.
- 10) BT Openreach/SSE  
This item is now complete.
- 11) Morland House Surgery  
This item is now complete.
- 12) Natural England  
This item is now complete.
- 13) Parish Council: Community Infra-Structure Levy priorities  
Barry reported that the Parish Council had been asked to reflect upon what funds could be spent on within the definition of the legislation.
- 14) Consultation outcomes documentation  
Barry stated that a document would be included in the Neighbourhood Development Plan to reflect the details of the consultations that had taken place.

## **7. Evidence base-Background Document-progress**

The status of the key documents that will be held as supporting evidence is as follows:-

- a) Baseline information  
This item was now complete. May need updating following results of the village survey.
- b) Planning factors  
This item was now complete.
- c) Environmental appraisal  
This item was now complete.
- d) Village character, Landscape Character & Capacity Assessment  
Ian submitted comments to Barry in support of his review of the draft documentation.
- e) Sustainability & Capacity  
This item has not been concluded as Barry and Kate require to review the draft document.

f) Planning history

This item was now complete.

g) Housing Needs Assessment

This item will require to be reviewed after the analysis of the village survey.

h) Land suitability

This item still requires to be reviewed by Mike and Barry.

**8. Objectives and Priorities**

The meeting spent some time reviewing the papers that Barry had circulated that gave a comprehensive overview of the data collected to date and an overview of the draft objectives, environmental objectives, an introduction to the Plan and a list of plan policies.

**9. Shape of the Plan and Policies**

The meeting reviewed the Draft Introduction and Draft Environmental Policies and made some minor amendments.

**10. Overall progress**

Barry expressed the view that good progress was being made and that we should maintain our regular meetings to maintain the momentum that the group had.

**11. Any Other Business**

There were no matters raised.

**12. Next meeting**

The next Steering Group Meeting will be held on Wednesday 16th November 2016 at 7.30 p.m. at The Old Stores.

Other meetings are planned on Wednesday 30 November, Thursday 15 December and Thursday 5 January 2017