

Little Milton Neighbourhood Plan Steering Group
Minutes of meeting held on 11th January 2018 at Pear Tree Cottage

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Attendees

Barry Coward (Parish Councillor) – Chairman
Raymond Fergusson (Parish Clerk)
Kate Daunt (Parish Councillor)
Ian Dennis (Resident)

1. Apologies

The Chairman informed the meeting that apologies had been received from Elizabeth Swabey-Collison.

2. Minutes of last meeting

The minutes of the meeting held on 14th December 2017 were accepted as true record of the meeting

3. Plan Documentation – Progress

The Plan		The Pre-Consultation draft of the Little Milton Neighbourhood Development Plan is now available as a hard copy and has also been uploaded on to the Parish Council website.
Consultation Statement	SG/CFO	The Chairman stated that the draft had been reviewed by Community First Oxfordshire and had been circulated to members of the Steering Group.
Basic Conditions Statement	CFO	The Chairman stated that Community First Oxfordshire had confirmed that the Plan complied with Policies of the Local Plan 2012 and the saved Policies of Local Plan 2011 and that Fiona Mullins was preparing a first draft of the Basic Conditions Statement.

4. Regulation 14 Consultation Event & Publicity

The Chairman stated that Regulation 14 Consultation starts on 13th January and runs until 23rd February. The Chairman outlined the key milestones as follows

- The Pre-Submission Consultation draft of the Neighbourhood Development Plan was on the Parish Council website
- Printed copies of the plan were available
- Letters had been sent to landowners outside the village as well as some businesses
- Emails had been sent to all other consultees
- Responses were to be sent to the Parish Council email address or directly to the Parish Clerk. The Chairman stated that one response had already been received from Oxfordshire CCG.

5. Event 19-20 January 2018

The Chairman outlined the key milestones for the Consultation event in the Pine Lodge on Friday 19th and Saturday 20th January.

- A flyer detailing the event had been distributed with the January Newsletter to each house in the village
- The Chairman had organised the display boards similar to those used at an earlier consultation evening
- The Chairman had the necessary posters printed and available
- The Chairman had prepared a Power Point presentation to support the evening consultation on Friday 19th January and had checked that the computer equipment and sound system.
- There was a discussion on the availability of Steering Group members to cover the event on 19/20 January

Friday 19 th January	13.00	Set up	Barry/Raymond
	14.00 – 19.00		Barry/Raymond
	19.00 – 21.30		Barry/Raymond/Kate/Ian
			Ian will provide refreshments
Saturday	10.00 – 12.00		Barry/Raymond/Ian
	Post 12.00	Clear up	(All)

- The Chairman stressed the need for photographs to be taken during the consultation **(All)**
- The recording of comments, questions and answers during the consultation **(Raymond)**

6. Next Steps

The Chairman outlined the next steps after the consultation on 19/20 January 2018

- Summary of event plus photos for consultation statement
- Review comments received and decide any actions required
- Record process for consultation statement
- Amend and Update the Plan as required
- Complete consultation statement
- CFO draft basic conditions statement – for SG approval
- When ready, submit to SODC for them to arrange Examination

7. Any other business

There were no matters raised.

8. Schedule of meetings

The next meetings are scheduled for Wednesday 28th February and 15th March 2018 with the village consultation 19-20th January 2018

9. Date of next Meeting

The next meeting will be held on Wednesday **28th February 2018** at 27 Chiltern View starting at 7.30 p.m.