



Agenda
Neighbourhood Plan Steering Group
Meeting 2 via Zoom
Monday 11th January 2021 at 8pm

2.1 Agree minutes of previous meeting

2.2 Elect a Chair

2.3 Review actions carried forward from previous meeting

Actions carried forward		Action by:
1.2	<p>Terms of Reference How often should the steering group meet? It was decided to meet monthly and review this after three months.</p> <p>Gill agreed to draft the terms of reference and circulate to all group members.</p> <p>What should the Plan focus on? Sophia and Sheena agreed to draft a basic Project Plan for discussion at the next meeting. Residents' views would also be sought.</p> <p>How long would Plan take to complete? Gill advised that this would be approximately two years. Two public consultations were required and a survey to gain residents' views on the main issues faced by the Parish.</p> <p>Funding could be sought in advance of projected costs. The Clerk's salary would need to be funded as well as costs for public events and surveys.</p>	<p>GC</p> <p>SR, SM</p>
1.3	<p>Next Steps Obtain Aspley Guise's Neighbourhood Plan to use as a reference, partly in order to see things to avoid as well as learning from their approach as they are a parish similar to ours.</p> <p>Chat to members of the community to get an insight into what they feel is important and should feed into the neighbourhood plan.</p>	<p>SM</p> <p>TE, LR, JJ</p>

	<p>Draft out a Terms of Reference and circulate for review. Incorporate changes and hopefully have a draft ready for approval at the next meeting. Look into use of social media (how other NP groups have used it) to evaluate whether this is appropriate for our group.</p> <p>Update residents on progress of Steering Group – in Council’s newsletter (ongoing).</p> <p>Research training courses for members of the group. Create an area on the Parish Council website where we can publish progress, terms of reference, agenda and minutes.</p> <p>Check the CBC local plan (even though unadopted). Ensure we conform to it and pick out policies relevant to us - populate a table for ease of reference.</p> <p>Research grants that we can apply for and investigate how to apply, and whether any matched funding is available. Identify costs of potential expenses such as hall hire, producing materials, paying for survey monkey, paying for the clerk’s time.</p> <p>It was suggested that John Baker, Ward Councillor for Aspley and Woburn be invited to future meetings and provide feedback</p>	<p>GC</p> <p>DB</p> <p>SR</p> <p>JJ</p> <p>GC, DB</p>
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2.4 Produce Project plan – Use the template project plan. Review next steps.

2.5 AOB