

WALTON NEIGHBOURHOOD PLAN WORKING PARTY

Chair: Stuart Copeland : (e) stuart.copeland@stonac.co.uk



Monthly Meeting Minutes: 7.00pm on 14th January 2015 in Room 2, MK Snap, Bourton Low, Walnut Tree, MK7 7DE.

Present: Stuart Copeland (Chair), Mario Toto, Douglas Pearson, Philip Chambers, John Reed and Lisa Emmanuel (Project Officer). Zoe Stevenson scribed for the meeting.

- 1) **Apologies:** Terry Reynolds.
- 2) **Welcome and Introductions:** Stuart welcomed those present.
- 3) **Declarations of Interest:** Nothing to declare.
- 4) **Acceptance of previous meetings minutes:** Minutes of the meeting of 10th December 2014 were accepted as an accurate record by those present and signed by the Chair.
- 5) **Actions from last meeting:** All completed or on agenda for discussion.
 - a. **Quick Win Progress – Zoe/Karen –** Nothing to note.
 - b. **Review adult survey format.**
 - Comment boxes – It was decided to leave the comment box for each question in survey monkey to give greater feedback but to reduce the size of the comment box by half. The end question in each section for the hard copy will also allow feedback.
 - Agree wording for Vision of Neighbourhood Plan on survey – wording was agreed.
 - Hard copy versus survey monkey version – it was agreed to have comment boxes for verbatim on both surveys.
 - Prize draw – It was agreed the prizes for survey completion would be £250 for the under 19's and £250 for adults.
 - c. **Costs – Design, printing and distribution –** Quotes for printing, design and delivery were discussed and are to be put forward at the next P&D meeting of Tues Jan 20th for approval to spend. Additional labour has been agreed for data input.
 - d. **Design of hard copy –** NPWG reviewed design of hard copy and were pleased with the final results.
 - e. **Create phase 3 plan (focus of action, timetable, budgets, etc.) (By Mar 2015)**
- 6) **Other Updates:**
 - a) **Area designation –** Now approved as of 13/01/15.
 - b) **Communications –** ongoing.
 - c) **Finances –** nothing to note.
 - d) **Land Ownership –** Ongoing.
 - e) **Community drop in sessions/events –** nothing to note.

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- f) **Plan MK** – Nothing to note and remove from agenda.
- g) **Youth questionnaire** – Content of youth questionnaire agreed. Walton High have reviewed the questionnaire and are happy with the content and will be circulating both the youth and adult surveys to their pupils.
- h) **Engagement process with Business, Education and community groups** – PSO has spoken to Walton High and will be arranging meeting with the Governors after young peoples' survey has been completed.

7) **Date of next meeting:** 11th February 2015 at 7pm, Room 2 MKSnap building, Bourton Low.
There being no further business to discuss, the meeting closed at 8.30 p.m.

Action	Responsibility	Due
Organise copy of the area with future development areas included	ZS	ASAP
Target under 18's age group – Liaise with PULSE!, Contact school council and MKC youth services.	LE	ongoing
To arrange meeting with School Governors at Walton High in March 2015 (After completion of young person's survey) SC to attend.	LE	March 15
Email Pam Gosall	SC	11/02/15
Survey monkey to go live by 02/02/15	ZS	02/02/15
Send Survey Monkey email link to residents who gave email address in the previous survey	ZS	11/02/15
Hard copy survey to be delivered week commencing 02/02/15	ZS	02/02/15
Email all ward councillors informing them that NP survey is to be delivered shortly and encourage online survey completion. CC SC	ZS	11/02/15

Accepted as a true and accurate record

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CHAIR

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DATE