

WALTON NEIGHBOURHOOD PLAN WORKING PARTY

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

Minutes of a meeting on 8th April 2015 in Room 2, MK Snap, Bourton Low, Walnut Tree, MK7 7DE.

Present:	Stuart Copeland (Chair)	SC
	Terry Reynolds	TR
	Mario Toto	MT
	Philip Chambers	PC
	Jenni Ferrans (Ward Councillor)	JF
	Lisa Emmanuel (Project support)	LE
	Karen Hill (scribe)	KH

The Chair welcomed those present and Ward Cllr Ferrans was introduced to those around the table.

1. Apologies:

Douglas Pearson, John Reed,

2. Declarations of Interest:

None

3. Minutes of the previous meeting held on 11th March 2015 were accepted as a true and accurate record.

4. Actions from last meeting:

Those with deadlines met and completed. Actions carried forward agreed as ongoing.

5. Actions carried forward:

- Local Parish Councils for NP presentation in late June: chase replies from Kents Hill and Monkston; Wavendon; Ashland & Simpson; Woughton
- Meeting with School Governors at Walton High LE still to handle
- Contact local businesses: SC to send KH list of addresses and signed letter for mail merge to be completed by w/e 17/4/15
- Consult with landowners/ local developers June/July - prepare packs to send in advance
- Change facilitated meeting on 23/4 to 6-9 and add Helen Fudge

6. Neighbourhood Plan Phase 3 update

a) Questionnaire Update:

- 948 adult replies inputted (3 received that morning still to be added) represents 21% of all households. 308 youth surveys represents 20% of all students who could have completed survey. Very acceptable number.
- ZS to collate data from Survey Monkey and present in excel format as before. To be completed by 17/4/15
- Youth Survey results: LE presented a print out of the youth results that ZS had compiled.
- Immediate points to take away were that 50% said they intend to stay in the area when they leave school; most love to live in the parish. Unsurprising issues such as vegetation encroachment along pathways and redways a problem and surprisingly more litter and dog bins wanted.

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Most said there were enough facilities within the parish and most said they did not feel at risk from crime.

b) Plan for Analysis

- It was agreed that the survey results would be handled on the lines of the previous survey to extract data. SC to handle analysis as last year.
- Verbatim responses: LE and KH to print of comments and categorise by w/e 17/4/15

7. Plan – session to create headings, issues and responses 23/4/2015 6pm - 9pm

a) Facilitation support:

- LCSA - Helen Fudge was chosen and approved by full council. Helen and LE to meet this week to discuss plan of action
- Noted: Ward Cllr Jenni Ferrans comments on Spatial planning awareness within NP policies. This led to discussion about possibly ensuring that S106 goes towards the parish's existing facilities that will be affected by Church Farm. This led to a discussion on boundary developments and a discussion specifically around the possible opportunity to extend the parish boundary to include Church Farm and to include any developments that would have direct impact on the parish to be able to claim S106 in mitigation of said impact. [Note: within NP policy should be site identification for provision of such facilities to enable claim on S106]. As boundary change is a statutory process, this would need to be investigated alongside but not exclusive to the NP process going forward and would need to be spearheaded by full council.

b) Homework

- Once LE/ZS and KH have analysed the data into excel and pie chart and verbatim responses into categories, the documents to be circulated by 17/4 to all working group for prior perusal.

8. Plan – session with Walton Community Council 27/5 7.30pm - 9pm

Plan – session with ward councillors 08/6 7.00pm - 9pm

a) Facilitation support:

As above

b) Pre-work

As above

9. Business, stakeholder and Schools session 17/6

a) Location(s):

Kents Hill business centre and MKSNAP building (atrium and coffee shop area)

b) Day plan:

Breakfast - Business

Lunch: School

Afternoon/Evening: stakeholder groups at MKSNAP

10. Other engagement

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a) Business – Data and Contact

SE to provide KH with names and contact details and signed letter and KH to mail merge documents by end of week 17/4

b) Community Groups

Invitation to be drafted and sent by 17/4

11. Review of draft Neighbourhood plan document consultant tender timelines and update on the RFI invitations:

a) 3 responses and information offered.

b) KH to send out to working party for scoring - return by 14/4

c) LE/KH to send tender pack to be sent to all on list ASAP (inform they are shortlisted)

d) Panel to interview: agreed on SC, JR, TR and LE with KH as observer.

e) Interview time to be decided at later stage.

f) Working group happy with timelines

12. Other Updates:

a) Quick Win Progress:

Suggestion that bollards in high pedestrian ways are painted agreed unanimously. LE and KH to discuss labour provider based on previous experience.

b) Dates of next meeting:

6 May 2015, Room 2 MKSNAP

There being no further business to discuss, the meeting closed at 21.06pm

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ACTION	RESPONSIBILITY	DUE
Change facilitated meeting on 23/4 to 6-9 and add Helen Fudge	KH	immed
RFI - replies - send to group for scoring	KH	immed
Tender packs to all who submitted RFI (ie shortlisted)	LE / KH	immed
LCSA Helen and LE to meet this week to discuss plan of action going forward	LE / LCSA	immed
Meeting with School Governors at Walton High LE still to handle	LE	ASAP
Interview times for contractors	Panel	ASAP
Contact local businesses - via letter on mail merge: SC to send list of addresses and signed letter for mail merge	SC / KH	by 17/4
collate data from Survey Monkey and present in excel format as before.	ZS	17/4
Verbatim responses to be categorised	LE / KH	17/4
analyse the data into excel and pie chart and verbatim responses into categories, the documents to be circulated by 17/4 to all working group for prior perusal.	KH/LE/ZS	17/4
<i>Community Groups</i> Invitation to be drafted and sent	LE/ KH	17/4
survey results would be handled on the lines of the previous survey to extract data.	SC	by 23/4

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Boundary change to investigate	KH/LE/LCSA	Ongoing
Consult with landowners/ local developers June/July – prepare packs to send in advance	LE	June 15
Bollards to be painted yellow: discussion on feasibility	LE / KH	Summer

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