

# Little Missenden Parish Council Neighbourhood Plan Steering Group

## MEETING NOTES OF THE NEIGHBOURHOOD PLAN STEERING GROUP MEETING 3

**Held on Wednesday 1st June at 7:30pm  
In Rossetti Hall 38 New Pond Road Holmer Green Bucks HP15 6SU**

Present: Craig Turner (Chair), Sue Little (Secretary), Stuart King, Bob Weatherall, Gill Perceval, Ian Watson, Sally Chapman (Neighbourhood Plan Consultant), Trevor Fazackerley, Simon Baker (LMPC).

Apologies: Nigel Pattenden, Ed Harris.

Craig Turner welcomed everyone to the meeting. No comments were recorded arising from last month's minutes, which were accepted. Simon explained Dianne, who is assistant clerk to the council, will no longer attend the meetings, as she is employed by the parish, but is supporting in the office during her working hours.

It was noted that there was no representation from Hyde Heath ward again. It was queried as to why there were no wards of Mop End and Beamond End and Simon advised these are included in Holmer Green.

**Action - Craig to look at how we get attendance from HH**

**Action - Simon volunteered to contact Andrew Cordiner to see if he is still on board, representing HH**

### PROCESS

Discussion re generic email and drop Box. Craig advised we should be looking at free services like; Dropbox, Gmail and GoogleDocs. The storage place, when agreed, would be closed and only accessible to the steering group. Simon advised that the parish council could not extend their storage system to the group.

**Action - Simon to explore options of drop box and generic email with Dianne**

Dianne advised that the Neighbourhood Plan section of the website is still not visible. She asked before the meeting that minutes be submitted in Word format (she will convert to PDF and add to the website) and asked that no tables be included. (Note: I have now added the table to the Excel spreadsheet).

**ENGAGE - All wards (see excel spreadsheet for leaders)**

Discussion re the Sub Group leads for the wards.

HG. Discussion re forthcoming events. It was felt that the jubilee celebrations in the sensory gardens on 3/6/22 were too close and not the place to promote the group.

However, the next big event in Holmer Green is "Music on the Common" on 16/7/22 and this is a target date for our engagement leaflets (see action)

HH. No update

LK. Gill is the lead here and she is meeting Peter Lowe tomorrow (2/6/22). She is making contact with the LK Village Society, LK Baptist Church, LK School and Nursery, The Full Moon Pub, The Source newspaper (free paper which covers HP16), The local Vicar and Keep Kingshill Green Group. She is putting the word out about the LMNPSG to recruit more members.

# Little Missenden Parish Council Neighbourhood Plan Steering Group

LM. The census shows 1600 households in Little Missenden, but there are only 200 houses. Most of the first school pupils come from out of the area. Bob had a questionnaire from another neighbourhood plan, which it was felt would be useful to engage more interest and members for the steering group. The questionnaire needs to be specific to each ward with relevant questions and could be hand delivered or posted. Support would be needed to get some back two weeks after they were delivered. Sally agreed to provide wording which can be tailored to each ward.

**Action - Sally to email wording to Sue to accompany these minutes**

**Action - All to review for their ward and to share their suggestions with the group via email or WhatsApp ahead of the next meeting**

The aim at the next meeting is to commission the printing of the questionnaires for issuing by August and produce leaflets for events.

Discussion re whether we should have a Logo. The name should reflect the group and be Little Missenden Neighbourhood Plan. No need to include the word Parish - Action. Craig suggested a competition to design the NP logo with appropriate prize!

**Action - All to think about this and design suggestions to be brought to July Meeting**

## **GOVERNANCE**

Craig explained governance to the group as per Sally's process diagram (see meeting 2 minutes dated 04.05.2022).

## **EVIDENCE**

See engage re evidence storage-No further discussion.

## **AOB**

Gill asked for progress on the Technical Grant and Housing Needs Survey. Simon confirmed Dianne is dealing with both. It was agreed that the housing needs survey (which is outsourced) should not be sent before our questionnaire.

Simon advised that one of our Local councilors was vice chairman of Buckinghamshire Strategic Planning and he would be happy to invite him to a meeting at a later date.

## **FUTURE AGENDA ITEMS**

Apologies for absence

Action Log

Work stream Update x 4 (HG, LM, LK, HH)

- Engage/Awareness
- Governance
- Evidence

**Date of Next Meeting - Wednesday 6th July 2022 at 7:30pm Rossetti Hall.**