

# Little Missenden Parish Council Neighbourhood Plan Steering Group

## MEETING NOTES OF THE NEIGHBOURHOOD PLAN STEERING GROUP MEETING 2

Held on Wednesday 4th May at 7:30pm

In Rossetti Hall 38 New Pond Road Holmer Green Bucks HP15 6SU

Present: Craig Turner (Chair), Sue Little (Secretary), Stuart King (HG), Bob Weatherall (LM), Gill Perceval (LK), Ian Watson (HG), Ed Harris (HG), Jane Fallon (Chair of Planning), Sally Chapman (Neighbourhood Plan Consultant), Dianne Camier (LMPC Deputy Clerk) & David Russell (HGVS).

Apologies: Nigel Pattenden, Simon Baker, Andrew Cordiner, Mary Anne Stewart, Trevor Fazackerley & Simon Jones HGVS.

Craig Turner welcomed everyone to the meeting. No comments were recorded arising from last month's minutes. David Russell was welcomed to the group representing HGVS. Craig thanked Dianne and Sue for their work so far. Sue confirmed a WhatsApp group has been set up and a personal group email, and confirmed with members they are happy to share email and phone information (GDPR).

The 4 settlements referred to in the meeting are; Homer Green (HG), Hyde Heath (HH), Little Kingshill (LK) & Little Missenden (LM), and colour coded by area.

A discussion was held about whether a Neighbourhood Plan (NP) was relevant to LM due to the conservation area, green belt and amount of listed building status. Sally advised the NP could only conform to national planning policy but the NP could include a wish list from the community.

The NP Steering Group (SG) Terms of Reference, written by LMPC, was circulated, discussed and accepted. A signed copy was provided to the clerk. It was agreed that all present would be part of the NPSG.

The NP Process was introduced and discussed.

The NP would represent the community for the next 15 years and the expectation is that it will take 2 years to complete the whole process. It was agreed and emphasised by all, that all 4 settlements within the parish be fully represented. Part of the process is that the NP will be examined on whether the community are consulted properly. The NPSG are required to ask the residents what they want to see in a NP. It was noted there was no representative from HH at this meeting.

Sally provided a slide entitled Process diagram which was discussed (attached). It was noted there is poor visibility on the Buckinghamshire council website of this SG.

**Action; Dianne to contact Buckinghamshire Council and request website links to parish site.**

The LM parish website is up and running and will be a signpost for the public to our documents. There will be a section for the NP. All documents are background evidence and must be retained (preferably electronically) as part of the process.

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**Action; Dianne and Ed Harris (HG) volunteered to set up a generic NP email address and drop box for the group**

Three Work streams were discussed and agreed. They are; ENGAGE, GOVERNANCE and EVIDENCE. The attendees were asked to consider which work stream they would like to support as a sub-group leader. With 4 settlements this would be 12 sub-groups. Ian (HG) and Stuart (HG) expressed an interest in historical evidence gathering. Ian also expressed an interest in Data analysis (census). Gill (LK) is interested in engagement. David (HG) is interested in governance. Ed (HG) volunteered to look at engagement and take on Facebook and social media.

**Action; All/ Craig to follow this up within the WhatsApp group and provide illustrative work stream table (below)**

	ENGAGE	GOVERNANCE	EVIDENCE
Holmer Green	Ed Harris	David Russell	Stuart King Ian Watson
Hyde Heath			
Little Kingshill	Gill Perceval		
Little Missenden			

## Evidence Gathering

Sally handed out a document containing pointers for evidence gathering which was discussed (attached). NPSG need to pull together as much information as possible across the 4 settlements. All evidence/ photographs need be recorded including searches and stored or brought to the meeting. Winslow and Wing have similar population sized wards to LMPC. They have successfully lodged Neighbourhood Plans. It was suggested we involve the local schools in evidence gathering.

## Raising Awareness

This was discussed, including mail shots and stands at village events over the summer within the settlements. The aim is to raise awareness of the NPSG and gain further representation. Sally can provide words we can use in leaflets/ posters. GDPR constraints in central mailings were discussed.

**Action; Dianne to liaise with Sally re wording and provide a list of the planned summer events across the 4 wards**

It was requested that there be a virtual sign in facility for these meetings to maximise attendance (Zoom or Teams). The NPSG vision is INCLUSION from across the four corners of the LMPC.

**Action; Diane and Ed to discuss how this can be achieved**

## Future Agenda items

# Little Missenden Parish Council Neighbourhood Plan Steering Group

- Action Log
- Work Stream Updates x 4 (HG, HH, LK, LM);
- Engage
- Governance
- Evidence
- AOB

Date of Next Meeting - Wednesday 1 June 2022 at 7:30pm Rossetti Hall.