

# North Marston Neighbourhood Plan Steering Group

## Minutes of Meeting on 14 May 2018, Sportsfield at 8pm

Present:

Mike Lane, Chair (ML)

Trevor Jenkins, Vice-Chair (TJ)

Averil Wilkinson MBE (AW)

Dave Raynor (DR)

Katherine du Plessis (KP)

Sally Chapman (SC)

Kevin O'Donoghue (KOD)

NP = Neighbourhood Plan

### 1. Apologies for absence:

Received from Ian Wilkinson (IW) and Bev Davis (BD)

### 2. GDPR requirements: addresses, names, and images

ML circulated a Form for members to sign agreeing to use of e-mail addresses, names, and images for the purposes of the Neighbourhood Plan.

**Action: members to sign agreement.**

### 3. Revised Terms of Reference

TJ raised several points for discussion. Amendments were agreed and ML will produce a revised ToR for Group approval

**Action: ML to amend ToR**

### 4. Statements of Interest (*following finalisation of Terms of Reference*)

None

### 5. Budget and accounting procedures: explanation from Chair

ML tabled a "Statement of Budget Procedures" document.

SC said that up to 3 additional finance bids could be submitted this year.

ML recommended that a record of all expenditure should be kept

**Action: DR agreed to take on financial monitoring role**

### 6. Progress with researches

#### 6.1. Heritage (ML)

- Census data has been extracted
- A historical facts list was outlined
- The village centre is a conservation area
- Some fields are subject to archaeological notification
- 15 listed buildings in NM

KP suggested criteria for Cultural World Heritage Site is investigated.

**Action: ML to investigate**

#### 6.2. Facilities (DR)

- A List of Current Facilities and Current Community Organisations was tabled

- To add Community Shop

### 6.3. Transport (AW)

- Outlined buses, rail, roads, amenities
- Services:
  - Drainage – problems recently
  - Sewage disposal – at capacity?
  - No mains gas in the North Marston
  - Electricity – plan to go underground?

### 6.4. Footpaths and Environment (TJ)

- Outlined relevant reference documents (Government 25-year Plan, Bucks County Council Environment Plan, Bucks Partnership Biodiversity and Planning in Buckinghamshire Guidance Document, March 2014 (specifically mentions use in NPs)
- Footpaths: contacted:
  - Ramblers Association, Aylesbury Vale Footpaths Secretary, and obtained methodology for surveying Parish footpaths and problem reporting
  - rRipple Group replacing stiles with steel kissing-gates
  - there are 14 paths including Long Distance paths and Matthews Way
- Wildlife:
  - BBOWT and Bucks Owl and Raptor Group contacted
  - Discussed Nature Trail with Trevor Lane, Sportsfield Chairman
- Farmers: To find a method of contacting and getting engagement. Opportunities for improvements in access and walker-discipline.
- Dogs: perceived confusion around where dogs are allowed/disallowed exercising off-lead. Opportunities for improvements in access and excreta-discipline

**Action: SC recommended that it is very important to note down all groups contacted, and discussions achieved as this is important as an evidence base on consultation. (All)**

### 6.5. Businesses (KOD)

- Due to domestic pressures Kevin informed the group that he would be leaving and recommended a neighbour Keith Brown, who had agreed to join the group.

**Action: To invite Keith to attend regular monthly June meeting with a view to membership (ML)**

- ML thanked Kevin for being part of the group and that his local knowledge had been very valuable, and that that knowledge may well be called upon and utilised in the future for the NP

## 6.6. Format of Neighbourhood Plan document (KP)

- Looked at several; Aston Clinton's is particularly impressive
- SC recommended that it is important that the Plan has numbered paragraphs as AVDC will ask for that

**Action: Look at Aston Clinton's Neighbourhood Plan (All)** see [Aston Clinton Parish neighbourhood Plan](#)

## 7. Dealing with subjects outside the scope of the Plan

Deferred to a future meeting

## 8. Church Fete: nature of display, theme, group approach, etc.

- ML has seen the Storyboards that are being lent for the duration of the NP process, and confirmed they are suitable for use by the Group for displays.
- DR said that the Church Fete organisers are happy that the Group has a stand; to decide if we want to be inside or outside.
- SC recommended that wording on what the NP is, is included.
- Display will inform people that the NP work is up-and-running; occasion provides first opportunity for questions from residents. Group members to attend.

## 9. Progressing to next steps: dedicated community event, contacting AVDC, meetings with organisations and stakeholders, etc.

- ML proposed contact with Local Planning Group. Action: SC to contact AVDC and introduce ML as Chair and TJ as Vice-Chair

## 10. AOB

**10.1. Reading University HIVE seminar:** ML, TJ SC will put in expressions of interest

**10.2. AVDC Councillor Quinton & North Marston:** to invite to next/future meeting (**Action TJ**)

**10.3. Investigate opportunities for publicity of NP via North Marston Facebook (**Action TJ**)** see <https://www.facebook.com/north.marston/>

**11. Date of the next meeting: Thursday 31<sup>st</sup> May 2018 8pm at Village Hall: to finalise details of Group presence at Church Fete**

## Actions Log

Action	Whom	Status	Notes
Sign agreement document to use of data for NP purposes for GDPR	All	In progress	
Amend Terms of Reference	ML		
Financial monitoring role	DR		

Investigate criteria for Cultural World Heritage Site	ML		
Contact Keith Brown regarding membership of Group	ML		
Look at Aston Clinton's Neighbourhood Plan (All) see <a href="#">Aston Clinton Parish neighbourhood Plan</a>	All		
Record all groups contacted and discussions that take place on log	All		
Create Log of groups contacted, as evidence base of consultation	TJ		
contact AVDC Local Planning Group and introduce ML as Chair and TJ as Vice-Chair	SC		
Invite AVDC Councillor Quainton & North Marston to next/future meeting	TJ		
Investigate opportunities for publicity of NP via North Marston Facebook	TJ		

Trevor Jenkins  
Vice-Chair of Steering Group  
May 2018