**Stantonbury Parish Neighbourhood Plan Meeting**

**Monday 17th October 2016 at 7.00pm in**

**Stantonbury Parish Offices**

**Meeting 7**

**Present:**

Richard Wilde – Cllr

Graham Davison – Cllr Chair

Linda Morgan – Cllr

Sara Agintas – Cllr

David Outram – Cllr

Lisa Emmanuel – Project Officer

7 resident representatives

**Apologies:**

Geoff Parker - Cllr

Sandra Kennedy - Cllr

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| Prior to the introduction of the Project Manager, Cllr Davison fed back to the group following a meeting with other Parish Council’s who have completed or are proceeding with a Neighbourhood Plan. Extensive guidance was given and stumbling blocks shared, the overall advice was to employ a Project Manager to oversee the development of the plan.  **2. Introduction of Lisa Emmanuel – Project Manager**.  Cllr Davison introduced Lisa and explained her role will be to “make the Plan happen”. Lisa will report directly to Cllrs Davison and Wilde, who will oversee on a supervisory capacity and in relation to workload. Lisa will do a formal report to Stantonbury Parish Council (SPC) monthly.  2.1 Lisa summarised her history with more than 25 years experience working with local authorities within Community development and Neighbourhood Management. Lisa worked in the Parish in the past managing the Safer Neighbourhoods Project. Lisa has worked in the field of Neighbourhood Planning since the introduction of the Localism Act with direct experience in Milton Keynes with Walton Community Council, whose Plan goes to referendum on 17th November 2016. | **Action** |
| **3. Role of Steering Group and change of Terms of Reference.** Cllr Davison explained that SPC had agreed in principle to take on devolved services from MKC, initially by taking over the green space, which will not include trees, highways or grid road corridors. As a result there will need to be an increase in precept to cover the additional maintenance service. However, this will then allow SPC to dictate where parking bays might be created, potentially renting them to residents to address the parking issues in some areas. They will also look into the potential introduction of Bye Laws to control parking on verges etc. As a result this makes the Neighbourhood Plan more powerful and so SPC will now take a lead role and manage the development of the Plan. The role of the steering group will become supervisory.  A resident asked what this meant exactly?  Cllr Davison explained they would not be the decision makers, but their approval would be sought on all aspects. Lisa would make proposals with regards the process and content to SPC which would then be put to the Steering Group, where their comments would be considered and ‘tweaks’ made if they were happy.  2nd resident questioned why SPC were now back in the loop when their previous position had been that this was not their role and the Plan must be community led.  3rd resident commented that it was inevitable, but asked whether the Steering Group would still have the ability to input ideas/  Cllr Davison confirmed they would still have huge input and sited the example of land at Ashfield and how the resident’s input had been invaluable. He went on to state that the Plan needed to move forward and that suggestions should be put forward for inclusion, giving the example of electric charging points, as there are none in the parish.  3rd resident asked how the wishes of the Steering Group would work in reality?  Cllr Davison outlined that Lisa would formalise the process taking control and advising, reporting once a month to SPC. SPC would oversee her time and give support.  4th resident asked if Lisa’s role was to provide a structure? He was unsure previously what was relevant and could be included.  Lisa confirmed that was exactly her role, to provide structure, advice and guidance whilst ensuring the Plan met the requirements.  In summary it was agreed that new terms of reference be drafted. | **Action**  **Office** |
| **4. Review of where we are to date.**  Lisa outlined the review carried out to date, explaining that more interrogation of the original questionnaire was required. Cllr Davison confirmed that Tom Walker had originally created the excel document, further contact was required to find the document.  Lisa has begun to familiarise herself with the area by carrying out area walkabouts, documenting and photographing issues etc.  It is essential we are able to provide evidence to support any proposed policies and how this links to community engagement.  Further work is required to identify all landowners; Lisa will begin to map this as identified and has made contact with MKC and other partners with this in mind.  Some land in the parish is owned by Milton Keynes Development Partnership (MKDP), who were formed by MKC with a remit to sell off and develop all areas of land owned by MKC, but must maximise the commercial value of the land.  Cllr Davison explained about land on corner of Mathieson Drive as an example of such land.  The question was raised about the land owned by Sainsbury and what are their plans for the future?  2nd resident stated that it is critical to understand ownership, which Lisa emphasised as it will be essential to liaise and consult with all landowners throughout the process.  5th resident asked about the regeneration programme, as residents are not clear on the difference and what the timescales are for this programme in relation to the Neighbourhood Plan.  Lisa outlined the timescale for the regeneration programme, which is now on the new YourMK website:  [www.YourMK.co.uk](http://www.YourMK.co.uk)  The condition surveys on Bradville are due to take place between 4th January and 17th February. All seven areas surveys will be completed by end of March 2017. The decision will be taken in Spring which 1 or 2 areas will be the first to go ahead. There will then follow detailed consultation on the plans within those areas, with build not commencing until 2019.  Once the Neighbourhood Plan is adopted, any development/build plans in the regeneration programme must then comply with the policies within the Plan.  Cllr Morgan asked whether Lisa had received the MKC asset plans. Cllr Davison pointed to the ones which SPC have received, Lisa is awaiting the large map for her own mapping purposes. | **Office** |
| **5. Recap on minutes of last meeting**  The minutes of the last meeting were agreed with updates as follows;  5.1 Cllr Davison outlined the meeting held with Purbeck health, they had no idea of what the Plan was and were not sure of their own input.  Further discussion outline the following:   * 800 patients have returned to Willen practice * Oakridge is suffering financially, paying a high price for Locums * Oakridge has high figures for DNA’s and when letters are sent to patients, the Practice Manager has received abuse   5.2 Cllr Davison outlined a meeting had been held with Stantonbury campus, who have subsequently been taken over by the Griffin Academy. They had expressed a keenness to be involved and were due to send Nick Higgins to the steering group meetings. Unfortunately Nick left the campus last week, we have contacted them to request a replacement.  5.3 Lisa will pick up engagement with the businesses.  A discussion followed regarding Sainsburys and their lack of communication or willingness to engage. | **Lisa** |
| **6. Outline plan of development.**  Lisa advised that a further, more detailed survey was required to gain more detail and understanding of the community’s views, with questions being focussed on the main areas of concern from the Stage 1 survey.  Lisa further explained that without real evidence of issues and hard data to support it, any policies proposed would be in danger of being “thrown out” by the examiner. Every stage of engagement must be recorded as we have to provide that information to support the Plan document. We need to demonstrate attempts at engagement throughout, even if the community do not respond, or response is limited.  It is proposed the survey should go out early in the New year, this allows Lisa time to develop the question properly, but also avoids the Christmas period which would not be a good time to engage residents.  Throughout the consultation with residents, Lisa will continue with other evidence gathering such as identifying land ownership, targeted engagement with landowners and partners including Thames Valley Police, The Parks Trust, businesses etc.  Throughout this period the steering group can continue to feed in their issues and thoughts for potential inclusion in the Plan.  Lisa also requested that the group give consideration of any events they are aware of which could be used as engagement opportunities. This could include school events, fetes, churches etc etc. Please feed these dates to Lisa in order that she can plot them into a calendar of potential engagement opportunities. | **Office**  **Lisa/Office**  **All**  **All** |
| **7. Timeframes moving forward**  Lisa explained a new timeline had been drawn up as an excel Gantt chart, which is best viewed online. An A3 document was circulated briefly for all to view. This document outlines the various stages, which Lisa explained would inevitably change as the process develops but is based on a realistic view of each stage, taking account of officer availability, legal requirements etc.  Lisa has also revised the previous timetable document, which simply states the various stages. Both documents will be emailed in due course in addition to being provided on the website. The timeline will be reviewed monthly along with Lisa’s reports to SPC. |  |
| **8. Finances**  8.1 Cllr Davison explained that SPC would now be taking back control of the finances, which will negate the need for the Treasurer.  8.2 Lisa will pursue the application for a grant from Locality, and outlined progress as follows:   * We are eligible for up to £9,000 * Once approved monies must be spent within 6 months or by the end of the financial year, whichever is soonest * You can apply in stages to ensure monies are spent   Lisa proposed that we apply for an initial amount to cover the cost of the next stage survey to include:   * Printing of materials/surveys * Delivery, including reply paid envelopes * Setting up survey monkey * Input and analysis of the data returned   Lisa will collect quotes with the support of the office in preparation of submitting the bid form.  8.3 Discussion took place regarding expected responses to consultation. Lisa outlined that in general 10% was considered a good rate of response.  Lisa further outlined the proposal to tailor a survey for young people to proposed to be carried out via Stantonbury campus, in the past she has achieved more than a 70% response rate through this approach. | **Lisa/Office** |
| **9. Agree future meeting dates**  Following discussion, it was agreed at this time that communication with the Steering Group would take place via email, once Lisa’s email address was established. All minutes and documentation will be freely available on the SPC website.  Once there is need for a meeting, likely to be following the next stage of consultation, Lisa will arrange a date.  One resident offered assistance in constructing the next questionnaire. | **Lisa**  **Lisa** |
| **10. AOB**  The question was raised with regard the intention to raise the precept and how this relates to taking on more responsibility from MKC. Concern was voiced that residents in effect pay twice for the service.  Cllr Davison outlined the results of discussions with MKC – notes of which are available on the website. Maintenance of landscaping is not a statutory responsibility and therefore MKC may withdraw wholly in the future from this as a result of budget cuts. The bottom line is, if SPC does not take on the service and pay for these works it won’t happen.  Cllr Davison also outlined discussions are taking place with great Linford Parish Council with regards a shared resource.  There being no further business, the meeting ended at 20.25pm. |  |