

## Neighbourhood Plan

Action Minutes from meeting held 13th June 2013 @ 7pm

Present: N Oldbury (Chair), P Douglas, J Douglas, D Pell, N Cockrell (BDC) W Davies

	Items	Issues	Actions
1	Summary Report 20th April	Draft - the summary draft summary report was circulated and all members approved it ready to be put on the website. Individual Reports - all members present agreed with the individual reports. Names in the report.	PD - to include photos on the report and pass onto Scott for the website. PD - to show absent members the individual reports for approval PD - to remove individuals names out of the report
2	Website	Comments page Photos Consultation Day - all members agreed it could go onto the website	WD - to ask Scott to produce a comments page on the website/email NO - to supply photos for the website PD - to supply to Scott
3	Questionnaire for Groups	Draft Questionnaire - Members agreed with the draft questions so far and suggested to include a gender box, a detailed map plus any other ideas to develop the questionnaire.	PD to send to NC to format and print NC to see if she can reduce a detailed map PD - to put the completed questionnaire onto the website
4	Consultation with Primary School	Progress report from BW	BW - absent - still to report
5	Consultation with Secondary School	Progress report from NO - no luck getting into the schools so suggest speaking with the over 11yrs at the bus stops and around the village	PD - to speak with one of the youth in the village
6	Elkesley Feast	Flyer - not doing a joint flyer with the feast advertising - doing a separate on - event on the 13th July 2013 Stand on the day - ok to have the stand outside the pub	PD - to produce flyer for the consultation at the Elkesley Feast NO - to print sticky labels to put on the existing leaflets All members to help man the stand on the day
7	Character Assessment	Do we need it/areas? NC has looked at the Thame N.Plan and there are plenty of ideas as to what to include in a character Assessment - photos past and present information on the history, digital mapping etc.	NC will email a copy of the Thame NP assessment NO to take photos JD to ask A Hirst re photos he used for his book on Elkesley
8	Overview leaflet	Adding e-mail address Distribution	WD to ask Scott for email address No to include email and website address on stickers for leaflet ????
9	House Hold Survey	Employing a company - NC reported that this could be a lot of money for something that the group could produce and use survey monkey. PD has already put some questions together.	WD to send a copy of the EMPC House survey for information
10	Letters	Business - letter in make contact with local businesses  Other - Letter to inform people about the NP when draft completed	JD to draft a letter NC to identify businesses off the business rate PD to check contact details NC to send the letters out NC will send out to statutory consultees
11	Talking to Land Owners	Letter to be sent to the land owners to raise awareness of the N.Plan	NC to do the landowners letter
12	Any other business	None	
13	Date & Time next meeting		WD to email around for the 3rd September and see if the hall is free