

## Minutes of Strategic Neighbourhood Plan Team

8<sup>th</sup> June 2017

### Attendees

Helen Flack – chair  
Ann Webb  
Jeff Offer  
Peter Offer  
Julie McGrory  
Helen Skepper  
John Ffoolkes

Apologies  
Elwyn Owen  
Jane Blumsom  
Julie McGrory

Welcomed John from SPC who was representing the PC and his responsibility for green infrastructure.

Updates from attendees

### **Finance – Helen Skepper**

Funding application completed after additional questions and submitted. TBC for decision.

### **Transport – Jeff Offer**

Meeting with Clophill subcommittee on Transport – highlights summarised from Minutes of meeting with JO and Elwyn Owen from SNPSC. They are 1-2 years down the line. Are big fans of Navigus to help them decide how to use funding pots.

They are focussing on Safe Cycle routes which SNPSC may consider linking up with to get to FLT rly station – crossing the A6 may be an issue. They are also looking at changing bus timetables to help commuters and they recommended a Commuter Survey – 110 respondents, 18% London, 13% Luton, 5% Bedford and 3% MK.

HF agreed to chase Siobhan for a meeting with JO and Steve Lakin.

SNPSC agreed to invite the Clophill team to the next appropriate meeting to see how we may be able to link the NPs

### **Growth & Infrastructure/Housing**

Meeting with Jesse Honey on 23.06.17 discussed – need to know their thoughts on the Wrest Park plot. PO and Mike Jarrard to also attend

### **Local Character/Environment**

Agreed to ask Jane B if she could add more pictures to Dropbox as they have been so useful in the advertising and will be really helpful to illustrate the Survey Results.

### Survey Results

Discussed results and what they mean for the NP – agreed to analyse further and attend NP training to get more clarification of next steps.

### Exhibition Boards

Need to clarify where we can get extra boards from – HF to ask SV and JB, HS to ask RV

### Date of Next Meeting

Thursday 22<sup>nd</sup> June @7.30 at Helen's home.

HS Flack

Addendum to minutes – Project Plan v6

Responsibility	Element	Time	Timescale	Notes	Completed
SNPSC	<b>Next Meeting</b>	2 hrs	22.06.17	All members to attend  1930 – Helen's House	
HF	Chase SV to get a meeting with Steve Lakin and JO	n/a	09.06.17		
HS	Exhibition boards	n/a	14.06.17	Ask Roger Vass re access to boards	
HF	Exhibition boards	n/a	14.06.17	Ask SV and JB re access to boards	
HF	Workshop promotion  - Banners	n/a	By 12.06.17	Design banner	
SNPSC	Workshop promotion  Banners	n/a	By 14.06.17	Agree banner design	
Mick	Workshop	n/a	By	Order banners	

	promotion Banners		16.06.17		
SNPSC	Workshop promotion Banners	n/a	By 22.06.17	Put up banners	
SNPSC	Workshop promotion Posters	n/a	By 16.06.17	Laminated posters distributed Put up posters	
HS	Funding	n/a	By 22.06.17	Conditional agreement received to full amount Complete paperwork to get confirmation and access	
JO / EO / HF	Invite Clophill NP team to Silsoe meeting	n/a	TBC	In spirit of sharing and building linked NPs	
SNPSC	Collate results from survey	n/a	09.06.17 – 21.06.17	Analyse and Summarise feedback Agree exhibition key points	
HF	Collate results from survey	n/a	09.06.17 – 21.06.17	Analyse and Summarise feedback Put into rough Ppt to discuss on 22nd	
SNPSC	Thanks for Survey responses and attendees to	n/a	By 15.06.17	Advertise feedback event at Family Fun Day in Silsoe	

	exhibition			News – use exhibition materials from 29.06.17 as an update	
SNPSC	Workshop arrangements	n/a	By 27.06.17	TBC with JB 1330 arrive 1400 start 2100 finish 2130 leave £120 to book VH Organise exhibition & catering	
GST (Jon)	Map pack Production (BRMC)	7.5h	By 27.06.17		
GST (Jon)	Initial Local Green Space assessment	7.5h	By 27.06.17		
GST (Jon)	Workshop 1 preparation	3.75h	By 27.06.17		
GST (Jon) & SNPSC	Workshop 1 Facilitation	3.75h x 1 people	By 29.06.17		
SNPSC	Workshop Feedback	n/a	By 15.07.17	Feedback in Silsoe News from Workshop	
SNPSC	Feedback Exhibition	n/a	By 08.07.17	Family Fun Day event	
GST (Jon) SNPSC	Workshop Write-up and Production of Draft GI Plan	10h – GST 15h – BRMC mapping	By 15.07.17	Present to SNPSC Feedback in Silsoe News about next steps	

## Phase Two – post Initial Feedback

Responsibility	Element	Time	Timescale	Notes	Completed
GST (Jon)	Questionnaire design, circulation, collation	7.5h	By 15.09.17		
SNPSC	Workshop promotion	n/a	By 15.09.17	Book VH Advertise workshop in Silsoe News	
GST (Jon)	Workshop 2 arrangements	3.75h	By 30.09.17		
SNPSC	Workshop arrangements	n/a	By 30.09.17	Organise exhibition & catering	
GST (Jon)	Mapping work	10h - BRMC	By 30.09.17		
GST (Jon)	Workshop 2 preparation	3.75h	By 30.09.17		
GST (Jon)	Workshop 2 Facilitation	3.75h x 2 = 7.5h	By 30.09.17		
GST (Jon)	Workshop write-up and Production of Final GI Plan	10h	By 31.10.17	Present to SNPSC	

*Helen Flack*

*Silsoe Parish Council*

*The Old Farmhouse West End Road Silsoe Bedfordshire MK45 4DU*

*01525 862219 / 07768 610219*

