

**MINUTES OF THE NEIGHBOURHOOD MEETING - HELD AT 1.30 PM ON THURSDAY
THE 15th JUNE 2015 AT WOBURN SANDS TOWN COUNCIL OFFICES.**

Present:

Cllr J Pittman (Wavendon Parish Council)
Alan Pugh (Wavendon Parish Council)
Ron Jamieson (Neighbourhood Team Member)
Chris Whear (Neighbourhood Team Member)
Jennifer Lampert (JFA Ltd)
Sue Jobbins (Shapping Communities Limited)
Mike King (People & Places Partnership Ltd)
Alan Kemp (Parish Clerk – Wavendon Parish Council)

Apologies:

Cllr N Wilkes (Wavendon Parish Council)

1. Review results of the Residents Questionnaire:

Mike King gave a short presentation on the results from the recent questionnaire which had been distributed to all present prior to this meeting (100 pages). A total of 142 surveys were completed out of 410 that were sent out with the percentage return of 35%.

The following actions were agreed:

- It was felt that we do not have the skills in house to complete an executive summary of the results and it was decided that agreement to place an order with People & Places Partnership Ltd at £500.00 + VAT would be requested that the Parish Council meeting being held later this evening. Action: JP/AK.
- It was agreed that when the executive summary is available then a copy will be placed on the Website with a comment that more detailed information is available on request. Action: AK.
- It was agreed that a full copy of the results of the questionnaire and a copy of the executive summary is sent to MKC (Sam Dix). Action: AK.
- Three new sites have been identified for potential development and these should be forwarded to MKC. Action: AK.

2. Review project plan and agree future actions and responsibilities:

It was agreed to review the project plan at the next meeting but current indications are that we are approximately two months behind schedule at this moment in time.

- SJ asked if we are keeping an action log and it was agreed that members of the steering committee would review our record keeping to ensure that we are following the correct processes. Action: JP/AK.
- Some of the summaries for the 6 key objectives in the Neighbourhood Plan still require completion. A review is required. Action: JP/AK.
- It was agreed to organise a feedback session on a free Saturday afternoon in September 2015 at Wavendon Community Centre. Action: AK.
- A review of what information to include on the website is required. Action: AK.

3. Financial including access to further funding grants:

- Reviews of the current spend and a forecast for completion of the neighbourhood plan would be undertaken by the Parish Clerk. Action: AK.
- SJ advised that there are now opportunities to apply for further funding support and offered her services to help complete the paperwork at a flat rate of £100.00 + Mileage rate at 45p per mile. To be agreed after the financial review. Action: JP/AK.

4. Any Other Business:

None.

5. Agree date for a future meeting:

The next meeting will be held on Wednesday the 15th July 2015, venue and time to be confirmed in the near future. Action JP/AK.

The meeting closed at 3.55 pm