

**MINUTES OF THE NEIGHBOURHOOD MEETING - HELD AT 1.30 PM ON THURSDAY THE 15<sup>th</sup> JULY 2015 AT WOBURN SANDS TOWN COUNCIL OFFICES.**

**Present:**

Cllr J Pittman (Wavendon Parish Council)  
Cllr N Wilkes (Wavendon Parish Council)  
Alan Pugh (Wavendon Parish Council)  
Jennifer Lampert (JFA Ltd)  
Alan Kemp (Parish Clerk – Wavendon Parish Council)

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**1. Apologies:**

Ron Jamieson (Neighbourhood Team Member)  
Chris Whear (Neighbourhood Team Member)

**2. Matters arising from meeting held on the 15<sup>th</sup> June 2015.**

**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.**

- Expenditure agreed at Parish Council meeting held on the 15<sup>th</sup> June 2015. *Item closed.*

**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.**

- Clerk confirmed that the executive summary is now available to view on the website. *Item closed.*

**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).**

- This action is still outstanding. **Post Meeting Note.** This action was completed by the Clerk on the 7<sup>th</sup> July 2015. *Item closed.*

**Three new sites have been identified for potential development and these should be forwarded to MKC.**

- This item is still outstanding. *Action AK.*

**SJ asked if we are keeping an action log and it was agreed that members of the steering committee would review our record keeping ensuring that we are following the correct processes.**

- This item is still outstanding. *Action AK.*

**A review of what information to include on the website is required.**

- This item is still outstanding. *Action AK.*

**3. Declaration of Interests:**

None.

**4. Review Evidence Base topics and agree any actions and responsibilities:**

- **Housing** – Completion of this item is still outstanding.
- **Sports Recreation and Community facilities** – This action has been completed by NW.
- **Health and Education** - This action has been completed by NW.
- **Conservation and Design** - This action has been completed by CW.
- **Transport** – Completion of this item is still outstanding.
- **Other** - This action has been completed by NW.

It was agreed to look into the possibility of employing a consultant to review progress to date and to complete any outstanding work, subject to our financial situation. Action AK/JP/NW.

**5. Agree actions and responsibilities for drafting Policy Statements:**

It was agreed to look into the possibility of employing a consultant to complete this work, subject to our financial situation. Action AK/JP/NW.

**6. Progress review on the following:**

- **SLA Progress**
- **MKC Site Allocation update**
- **Plan:MK progress**

Milton Keynes Council to be asked to provide an update on these items. Action AK.

**7. Report of Project Plan and to discuss actions and responsibilities to prepare the various reports on the consultation activities:**

This will be review at a future meeting.

**8. Feedback Event – 12/09/15:**

It was agreed that we should seek advice from Sue Jobbins on the format for the event.

Do we invite other concerns to attend the feedback event (i.e. MKC Highways, Developers etc.)?

It was agreed to arrange another meeting as soon as possible to finalise arrangements.  
Action JM / AK

**9. Financial including access to further funding grants:**

Clerk handed out a document detailing the financial spent to date.

It was agreed to apply for a further Government Grant and the Clerk was asked to contact Sue Jobbins for help with the completion of this task. Action AK.

**10. Any Other Business:**

None.

**11. Agree date for a future meeting:**

Date of next meeting to be arranged. Action JP/AK.

**The meeting closed at 3.45 pm**