

Long Marston Neighbourhood Plan Steering Group Meeting

Wednesday 15 August 2018

Present: Jo Cooper, Mel Bruce, Sam Daubney, Noel Davis, Cassie Neville.

Meeting Notes

1. Apologies: John Bredavs, Doug Wright

2. Previous minutes

- SDC planners will be attending the September meeting to answer questions and explain procedure for drafting the Neighbourhood Plan (NP)

3. Terms of Reference

- 6A It was agreed that meetings will be held every other month, with additional meetings as necessary.
- 6B It was agreed that the second sentence is to be removed from the wording in the terms of reference.
- 6F It was agreed that the term 'chair' would be used consistently throughout documentation going forward.
- Terms of reference agreed.

4. Questions for meeting with SDC advisors:

- It was agreed that Noel would attend a meeting with SDC planners regarding the following and to gain insight into the NP process.
- Clarification will be sought as to whether the 2014 Housing Needs Survey (produced in 2010) in place remains current or requires an update. Noel to investigate prior to meeting.
- Clarification of specifications to be sought regarding open space.
- John's list of questions for SDC will be clarified at the same meeting. Jo to forward these to Noel for discussion at the meeting. Any other questions to be emailed to Noel to raise at the meeting.
- Enquire if a list of approved neighbourhood planning consultants exists and whether SDC advise the use of same. Find out who consulted for Welford-on-Avon and the SDC's views of same and if any particular consultants come highly recommended by other neighbourhoods. Find out if they are happy to just advise or if they are better managing the whole process.
- Find out about guidance/regulations around the sub-division of land and small-scale development within Long Marston.

5. Budget update

- Mel explained the application process for a possible SDC grant of up to £2,500 each financial year to complete the draft NP. Any professional fees are to be submitted in cost/day with a minimum of 2 quotes, maximum of 4.
- Costs to be included but not limited to include village hall hire for meeting a and public engagement activities. A comprehensive list of costs to be compiled for the application.

- Mel to seek support with funding application from Debbie Woodliff (Parish Council)

6. Maps

- Jo has compiled a list of maps required and is collating those available for the designated area and immediate surrounds. Jo will populate these maps with data for consideration during the NP process. This will provide a picture of what is here already and what the village wishes to preserve/ emulate with future development.
- In future the maps will be available on the village website, in printed form and in digital form for use t public engagement activities.

7/8. Project plan

- It was discussed that the project plan is to be produced with targets and timescales. John to follow-up with support from group and SDC.

Questionnaire

- Steering Group to collectively look at questionnaires from Welford, Pebworth and any other surrounding villages to produce a list of key areas to address. Parish Plan questionnaire also to be reviewed to see if some questions need to be repeated.

9. Website development

- Sam has begun developing the website and demonstrated the site thus far. It is not live yet and is being populated with data about the NP process and who is involved.
- As maps are populated they will be added to the website, showing details such as infrastructure in place.
- Sam is also developing a twitter profile for the NP and a paragraph for the Sicca newsletter.

10. AOB

- Engaging with residents who do not use the internet and social media was discussed and it was decided that the next meeting will be used for public engagement. This will be advertised in the newsletter, on the shop notice board, via the vicar at the next service and by word of mouth around the village.
- Cassie to book the Village Hall for next two meetings and enquire if shop WIFI can be left on and login details provided for use in the village hall during meetings.
- All group members to add their contact details to Trello cards

12. Dates of next meetings

- Tuesday September 11th 7:30 Village Hall + SDC Planners
- Wednesday October 17th 7:30 Village Hall + Public Engagement
- Wednesday November 21st 7:30 Village Hall