

Long Marston Neighbourhood Plan Steering Group Meeting

Wednesday 18 July 2018

Meeting Notes

1. **Assign main roles for SG members**

Chair	Jo Cooper
Vice Chairman	Noel Davies
Treasurer	Debbie Woodliffe (Clerk to the Parish Council)
Funding Officer	Mel Bruce
Secretary	Cassie Neville
IT & Publicity	Sam Daubney
Project Planning	John Bredavs

2. **Identify main tasks associated with those roles.**

- In addition to Chair Jo will set-up Trello boards and look at availability of GIS.
- Noel will take the lead on liaison with SDC
- IT/Publicity and Project Planning main tasks subject to further discussion
- Each SG member may take on additional roles as the project proceeds.

3. **Subsidiary roles & sub-groups - tasks, leadership and relationship with SG.**

- Noel has a list of potential future helpers, who will probably need guidance/ leadership from SG members.
- Need for and organisation of sub-groups to be determined as project progresses.

4. **Agree Terms of Reference (circulated by Noel).**

- Not everyone has had sight of proposed ToR, available on NP website and will be copied onto the Trello board.
- To be agreed at next meeting.

5. **Budget – how much and what can it be spent on?**

- Grant of up to £9k available from Local Planning Authority.
- £2.5 available from LM Parish Council.
- Annual prospective budget required and funds have to be spent within the budget year, no retrospective re-imburement of costs allowed.
- Project plan needed as basis for putting together annual budgets.
- It appears the grant can cover a wide range of expenditure such as:
 - Training sessions
 - Evidence base resources
 - Housing needs survey (Village design statement is already available)
 - Capacity
 - Publicity, printing
 - Indemnity insurance (via Parish Council)
- Mel to find out full details of application process, expenditure constraints and precedents.
- Noel to put FAQ's and Questionnaire on Trello board.

6. **Survey results from Fete - identify common themes we can build on.**
- Cassie has a list of the questionnaire results divided into categories or common themes which will be publicised on the website.
 - Very few members of the local business community attended the Fete and completed a questionnaire. We need to involve them in the NP process.
7. **IT: Website – Sam Daubney’s brief and his relationship to SG.**
- Sam will build a website for the NP (with initial assistance from Jo???)
 - Initially it will be kept simple but will be based on a platform that can be expanded to suit ongoing/future needs. Estimated cost is £4-6 per month
 - A domain name is required. Estimated cost £10 over two years.
 - Sam to bring proposals to next meeting.
- IT: Mapping – High quality, up to date digital map base would be useful.**
- QGIS free software is available which may meet the SG’s needs.
 - MAGIC (multi agency GIS??) may also be suitable.
 - Warwickshire CC or Stratford DC mapping licences may extend to PCs.
 - Jo/Sam to investigate, liaise with Debbie re costings and report back. Jo/Noel to contact SDC about access to MAGIC, digital maps and QGIS data.
8. **Mechanisms for keeping residents informed apart from website?**
- Twitter, Facebook, Instagram and similar forms of digital communication will be considered together with more traditional forms like the Newsletter and the Noticeboard.
 - Keeping residents up to date and involved in the NP process is important for a successful outcome.
9. **Existing Planning Policies – Can SDC point us in the direction of the planning policies that are relevant to Neighbourhood Plans rather than us wading through massive documents?**
- Noel and John to organise a meeting with SDC Planners to seek guidance.
 - NP boundary already designated (2017) and does not include Meon Vale or the airfield; does include ‘Broad locations’ (open to future development) off Wire Lane and Buck’s field. See SDC website for details.
 - Parish Plan and Village Design Statement both previously completed and published.
 - Housing Needs Survey completed in 2010 and adopted by SDC in 2014.
10. **Steering Group meeting schedule.**
- The group will meet monthly and meetings scheduled two months ahead.
11. **AOB**
- Jo to add Sam to SG list.
 - Sam to get number for WhatsApp.
 - Jo/John to liaise about display boards.
 - Cassie to book the Village Hall for next two meetings and approach Graham Wilcox regarding wifi in the VH.
12. **Dates of next meetings**
- Wednesday August 15th 19:30 Village Hall
 - Tuesday September 11th 19:30 Village Hall