

# Long Itchington Parish Council

## Neighbourhood Plan Steering Group

### Notes of Meeting Thursday 14<sup>th</sup> January 2016

**Present:** Richard Jackson, Sally Shillitoe, Andy Jack, Barbara Atkins

**Apologies:** Jon Venn (work commitments preclude his attendance until April)

#### 1. Minutes of last meeting and progress against actions

Actions still outstanding:

- Update sheet to be laminated and put on notice boards AJ
- Flipchart summary to be sent to RJ BA

#### 2. Funding

RJ reported that funds obtained needed to be spent within six months so it is important to get the timing right. Long Compton have submitted their NP (available online for us to look at as a model).

RJ suggested that we contact the Long Compton clerk and arrange a meeting to discuss how long the NP process took them and what costs were incurred before we apply for funding so we ask for the right amount(s) at the right time(s) in the process.

- Contact Long Compton Parish Clerk RJ

#### 3. Draft Vision

AJ thanked for his work on this.

BA suggested that the rapid growth of the village was included in section 2

Discussion ensued as to whether a Housing Needs survey should be undertaken separately or as part of the main questionnaire. It was agreed that the Housing Needs survey people to be contacted and their advice sought, together with a rough idea of costs of either option.

- Contact Housing Needs Survey team AJ

Wording of vision slightly tweaked, agreed that photos should be added

- Vision to be edited AJ

It was agreed that final vision should be circulated to:

- Parish website SS/BA
- Residents via an insert in the March edition of the Long Itchington Diary BA
- Laminated and displayed on notice boards AJ/SS
- Businesses AJ
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#### **4. Engaging Businesses**

Discussion took place about how to engage with businesses. Agreed that we would

- Send Vision plus a covering letter to businesses AJ

Adopt a more direct approach in addition to the above with major businesses/landowners in the parish

#### **5. Review of visits to/interaction with organisations**

SS updated the spreadsheet

SS fed back on JV's visit to the Community Centre Committee. Agreed that obtaining feedback and ideas will be easier when organisations have access to the Vision Statement.

#### **6. Progress against Project Plan**

The major questionnaire needs to be ready for Spring

- RJ to ask Long Compton for a copy of their questionnaire

The policy areas were divided up between members who need to think of general, broad-brushed, visionary concepts on which the questions will be based ready for the next meeting.

BA – Community

RJ – Businesses

AJ – Natural and Built Environment

SS – Sport, Leisure and Recreation

Concepts prepared for next meeting ALL

#### **AOB**

BA proposed that the steering group should be expanded. Names of those who had previously expressed an interest in the Parish Council or NP were put forward. It was agreed that they should be invited to join us at our next meeting.

- SS to contact Tom Watts
- BA to contact Chris Lord
- RJ to contact Alex Brown

*Many thanks to RJ for his hospitality*

## **Action Summary**

Update sheet to be laminated and put on notice boards	AJ
Flipchart summary to be sent to RJ	BA
Contact Long Compton Parish Clerk	RJ
Contact Housing Needs Survey team	AJ
Vision to be edited	AJ
Final vision should be circulated to:	
Parish website	SS/BA
Residents via an insert in the March edition of the Long Itchington Diary	BA
Laminated and displayed on noticeboards	AJ/SS
Businesses (plus a covering letter)	AJ
Concepts prepared for next meeting (see item 6 for details)	ALL
Invitations to next meeting issued (see AOB for details)	SS/BA/RJ

**Next meeting:** Thursday 18<sup>th</sup> February 2016 10am at BA's house

## **Agenda items for next meeting**

1. Minutes and action summary from last meeting
2. Update on contact with organisations
3. Questionnaire to residents
4. Progress against Project Plan
5. AOB