

# **Long Itchington Parish Council**

## **Neighbourhood Plan Steering Group**

### **Notes of Meeting 19 August 2015**

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

#### **Logo:**

BA talked through the logo design produced by Rachel Atkins (RA). It was agreed that the “swan heart” design was an excellent basis. Further work was needed on the final shape, size and background colour. RA would work up a final version.

#### **Outstanding Actions:**

- School Hall was not available on 3/10/15
- Strapline – Agreed as proposed
- Stickers/Business cards – it was agreed some form of small and easy to issue hard copy cards would be a good idea. Contact details could be included
- Website – it was agreed it was urgent to get the website up and running with an easy link from the PC website. BA would urgently contact Toby. The Harbury NP website was very good and elements could be used as a model.

#### **Flyer/invitations:**

The flyer and invitations needed to go out on 12/9/15. The print deadline was 7 or 8 September. The text for the invitation was OK. The header would be the logo and strapline. The footer would include the contact details. SS and JV confirmed they were happy to act as contacts. The colour would probably be grey as blue should not be used. BA would finalise this with RA.

Dave Riches would be involved in sorting out e-mail addresses. It was suggested a meeting with Dave R, Liz B, Robin Jax and BA should take place (this could also look at cloud storage and functional e-mail addresses).

#### **Cemex/Brownfield Sites:**

It was agreed that it was important to find out what the Cemex site was actually designated as (e.g. how much is brownfield). As much factual information as possible should be obtained about the site. Cemex should be asked about employment opportunities proposed for the site. Jeremy Wright should be invited to a meeting to discuss further – including an update on the governments’ intentions regarding planning regulation for brownfield sites.

## **Meetings with Groups and Businesses:**

BA and RJ would produce a list of businesses within the Parish (SonA DC may help through Business Rates information). Businesses would be invited to the NP launch – but then a series of visits should take place.

A series of questions should be developed so information can be collected in a standard format. This should include asking them (in a positive way) about their needs in the medium and longer term regarding land, infrastructure, people etc.

A very positive meeting had taken place with Jenny Higton and about 8 of the canal residents want to meet to talk about Cemex (and other issues). A meeting would be arranged in the Blue Lias.

## **Format of Launch Meeting on 3/10:**

The format would be a series of “rolling” short talks. SS would commence with an overview, RJ would talk about the stages of the process. It would be explained how people can contribute and help.

Display boards would be put up and ideas/views collected on post-it notes. People would need to be directed through the process, e.g. checking views on what type of house people think the village needs, views on transport, roads, buildings, parking, crossings, allotments, open spaces, education, leisure, etc, etc.

A map of the parish would be useful to have. AJ would contact the Planning team to see if an A1 version could be provided (an electronic version as well if possible).

BA confirmed that Jeremy Atkins would do some further work on the information that should be collected on the day.

People should sign in on the day so a record is maintained of attendance. The sign-in sheets to possibly include additional information (e.g. age band and the area of the parish they live in?).

BA would speak to Jeff Round about the possibility of a banner by the pond advertising the event. Facilitators would be needed on the day (BA to speak to Charlotte Collier). RJ would have a look at the Project Plan and identify tasks that people may be able to help with. The final detail of the launch would be agreed at the next meeting

**Next Meeting – 24/9/15 2.00pm, Thorn Villa**