

Long Itchington Parish Council

Neighbourhood Plan Steering Group

Notes of Meeting 23 June 2015

Present: Sally Shillitoe (SS), Ian Briggs (IB), Andy Jack (AJ), Richard Jackson (RJ), Jon Venn (JV)

Apologies: Barbara Atkins (BA).

Issues from notes of previous meeting (2 June 2015):

- It was noted that the Parish Council had formally adopted the Terms of Reference for the Neighbourhood Plan Steering Group.
- The target date for the launch of the Neighbourhood Plan (NP) should be late September/early October.
- Communications about the NP should be ongoing and should relate to the work of the Parish Council. Information items should be included in the Parish Magazine.
- The work on setting up Google Drive was being sorted out and was ongoing.
- Mathew Neal should be sent copies of the NP Steering Group meeting notes.
- The notes of the meeting on 2 June were accepted.

Feedback from Meeting with Mathew Neal (MN) (Stratford on Avon DC)

AJ circulated a note summarising the meeting that he, SS and RJ had held with Mathew Neal on 16 June 2015. During the summary and the subsequent discussion the following points were highlighted:

- MN felt the Long Itchington approach was on the right lines. It is vital to get the consultation process correct from the outset. It is important to mesh the NP process with the Core Strategy. The consultee list seems to cover everything – except charities and statutory agencies.
- Awareness needs to be raised within the community. Data will need to be gathered, processed and validated. Professional help will be needed in the design of questionnaires. Stratford DC can assist with this once the brief on what should be consulted on is finalised. Different suites of questions may be needed for different interest groups.

- Long Compton have recently submitted their NP. Harbury have just completed their consultation process. The start point for the process must be the vision. Some residents may be a little cynical and it is important to present the NP process in a positive way.
- Although the process is not just about Planning and Housing, land use implications will be key. The “soft issues” therefore need to be phrased in terms of how they impact upon land use (e.g. the Community Centre over-capacity could be highlighted through the need to consider a new building).
- No need to formally consult with neighbouring parishes (they are not LSV’s). Just keep them informed. Snr Planners at Stratford DC confirmed it is OK to proceed on the basis of the LSV Housing figures contained in the draft Core Strategy. The Housing Needs Survey will need to be updated.
- The role MN undertakes will be as a “conduit” for information. He is supporting 24 Parishes undertaking the NP process. A key organisation that can assist is a company called Locality. Up to £8,000 in grant may be available (RJ will examine funding options).

Review of actions:

The outstanding actions were considered and the following issues identified/reported on:

- Project Plan to be sent to MN (RJ)
- Costings and budgets to be further explored (RJ)
- Copy of Audit to go to MN (when complete) (AJ/JV)
- E-mails to be sent to Heritage Groups (e.g. Historic England) (SS)
- Communication Plan to go to MN (when complete) (SS)

Next Steps

The following actions and next steps were identified:

- Date of launch meeting to be finalised – target date 3 October (depending on Community Centre availability). (SS to check CC availability).
- Format of meeting to be finalised (including whether to hold a specific meeting in Bascote).

- “Mission Statement”, short description (or “script”) of NP process, logo and branding to be developed (All).
- Consideration be given the ideas generated from the Primary School’s sign competition (All).
- Communication process to be agreed (All).
- Contact Harbury to gain information regarding their successful public consultation meeting (SS).
- Develop a list of all groups that need to be visited (and actively involved) (All).

Next Meeting

The date of the next meeting was confirmed as 7.30pm on 28 July 2015 (at Sally’s).
The agenda for the meeting would focus on communication issues and specifically to:

- Work up a short “strapline”
- Produce a simple and easy to use “mission statement” to describe the Neighbourhood Plan process

If time allowed the meeting would also give thought to a logo that could be used on all communications and documents to “brand” the NP process, and also a draft Q & A sheet.