

Long Itchington Parish Council

Neighbourhood Plan Steering Group

Notes of Meeting 28 July 2015

Present: Sally Shillitoe (SS), Richard Jackson (RJ), Barbara Atkins (BA), Andy Jack (AJ)

Apologies: Jon Venn (JV), Ian Briggs (IB)

Notes of the meeting held on 23 June 2015. The notes were agreed. The following matters arising were discussed:

The Community Centre has been booked for Saturday morning on 3rd October 2015 to launch the Neighbourhood Plan to the community and run an event to define the vision for the Plan. It was agreed that the school hall should be booked as well if possible in anticipation of numbers attending. **Action: SS to investigate booking the school hall.**

The idea of holding a number of launch events around the Parish was discussed but it was agreed to hold only one at the Community Centre to emphasise a 'one community' approach to the Plan with visits to organisations and groups operating in the Parish to ensure the widest possible publicity for the project. It was also agreed that a range of opportunities to comment and contribute ideas would need to be developed (including web based opportunities) to ensure the widest consultation possible. It was suggested that asking for volunteers at the launch event to 'champion' the project in different areas of the Parish might be helpful.

'Strapline'/Logo/Mission Statement. Branding the Neighbourhood Plan project was discussed.

1. RJ presented a proposal for the 'strapline': "Our Plan for Our Community for Our Future". This was agreed.
2. Ideas for a logo to be used in conjunction with the 'strapline' were discussed. A design based on the boundary of the Parish with key features (the main settlements, canal, main roads and river) shown schematically was favoured. It was agreed that Rachel Atkins be asked for advice on the feasibility of creating a suitable logo based around these principles. **Action: BA to speak to Rachel Atkins.** If this is not feasible an alternative based around graphic

symbols of local features (tractor, canal boat, swan etc.) arranged in a way to indicate a journey or 'direction of travel' towards adoption of the Neighbourhood Plan was suggested.

3. RJ presented a proposal for a project mission statement: "*Our plan for our future: preserving the distinctive, natural and historic characteristics that we care about. Guiding our growth to ensure we continue to have a thriving, vibrant, cohesive rural community which meets the needs of all those who live and work in the area, of which everyone can be proud.*" A supplementary statement as follows was suggested: "Our process will be inclusive, offering everyone who lives and works in our Neighbourhood Plan Area the opportunity to participate." These statements were agreed.

Launch Meeting Format. A preliminary discussion took place about the format of the launch meeting on the 3rd October:

1. It was agreed that a 'flier' to promote the event and invite everyone's contribution to define the vision for the Plan would be needed. This would briefly outline the purpose of a Neighbourhood Plan and explain that this is an opportunity for people to influence the future and identify what is important to them and their families. The flier should briefly explain the expected outcome of the launch event and confirm that there will be feedback to the community before Christmas 2015.
2. The flier should be clear that the Plan is about more than the type of future housing to be provided in the Parish and will identify things to be protected as well as looking at development of business premises (including farms and agriculture), public open space and leisure facilities, faith premises and roads, footpaths, drainage, telecommunications, digital networks (internet services) etc. The approach should be to identify things to be protected/changed/developed/improved.
3. The emphasis will be to reach all parts of the community. It was noted that people who live on the canal are an important section of the community often overlooked. BA mentioned that Jenny Higton (JH) is communicating with this group on issues that may affect them. **Action: BA to contact JH to get advice on the best way to engage with this group.**
4. It was agreed that an informal drop in session would be the best way to structure the event. A series of brief introductory talks by throughout the morning (at say 10.30, 11.00 and 11.30) with attendees being encouraged to leave their views and ideas in the form of post-it notes that can be collated and

analysed after the event. The format/grouping of topic areas and issues will need to be developed at the Steering Group's next meeting.

5. The arrangements for the launch meeting will need to be reported to the full Parish Council for approval at its meeting in September 2015.

Action: AJ to draft an 'invitation flier' for discussion and agreement at the next Steering Group meeting.

Date of Next Meeting and Agenda. The next meeting of the Steering Group will be at 2.00 p.m. Wednesday 19 August (at RJ's). The agenda will include: Matters Arising, Discussion/Agreement of the 'invitation flier', Format of the Launch Meeting.