

Long Itchington Parish Council

Neighbourhood Plan Steering Group

Notes of Meeting 2 June 2015

Present:- Ian Briggs (IB), Barbara Atkins (BA), Sally Shilitoe (SS), Richard Jackson (RJ), Andy Jack (AJ), Jon Venn (JV)

Group Membership – It was agreed that the Steering Group should comprise approximately 6 people. The Chair and Secretary should be Parish Councillors. Other people should be involved as necessary, in particular tapping into relevant skill sets of people within the Parish as the process develops. SS agreed to act as Chair. JV to be Secretary. Karen Wells (KW) was standing down from the group (her contribution and help was much appreciated).

Actions to Date

Project Plan –

- RJ took the group through the proposed project plan that set out a list of activities and actions required over an 18 month period. RJ highlighted that 18 months was a very tight timescale and would require 6 months lead-time. It was agreed that it was important to avoid the 18 months hitting the August holiday period. The target date should be September 2016
- It was agreed that a meeting should take place with Mathew Neal (Stratford-on-Avon District Council) who would be able to advise on the process. Mathew would be able to identify other parishes that might be further advanced with their NP. A template might exist which could save on work. Cornwall County Council may possibly have a NP template and guidance.
- RJ highlighted that some of the actions in the plan could be undertaken in parallel. The project plan could start to be populated, including the identification of who would do what, skillsets required etc.

Actions: Arrange a meeting with Mathew Neal. Develop a list of questions to check out with Mathew (see Appendix).

Costings –

RJ highlighted that it was difficult to cost the whole project accurately at this stage. An initial assessment put the range at £6k - £28k. A ballpark figure was estimated to be £15k - £18k. Any grant available would be zero based – and then built up to a maximum. The biggest single cost was identified as the questionnaire. It was agreed that an item should be included on a Parish Council meeting agenda to allocate a budget.

It was confirmed that the Parish Council held an Ordinance Survey License Number. It was highlighted that assessments and information done by developers may be able to be used – although some factors may change over time (e.g. the EA Flood Plan). A possible approach might be made to Neal Pearce of Avon Planning Services.

Actions: Include item on future PC Meeting Agenda to allocate budget.

Audit – AJ explained the asset categories being suggested and highlighted the importance of identifying social assets as well as “hard” assets. This would help to demonstrate the vibrancy of the parish and the diversity of interest groups within the community.

It was agreed the description “Parish” should always be used and not “Village”. A list of questions should be developed to put to people in the Parish, e.g. family groupings, plus views on the availability of suitable housing (e.g. sheltered housing and starter homes).

It was agreed that the descriptions of the various “zones” of the village that had been used in the Village Design Statement should be carried forward into the NP. AJ highlighted that a brief summary description should be used as “headlines” – with the detail sitting behind in appendices.

BA highlighted the need to involve those people who had volunteered to help.

Actions:

- **Continue with Asset Audit.**
- **Develop a list of questions that could be put to people in the Parish.**
- **Develop ideas on using the “pool” of volunteers.**

Communications – SS/BA outlined the principles to be applied and stressed the need to ensure a record of all communication and engagement undertaken. The whole process must demonstrate it is evidence based.

A designated NP space should be created on the website. A series of visits should be organized to “hard to reach” groups within the parish. QR codes (“squidgy boxes”!) could be included on printed information to enable people to access information through a smartphone. Charlotte Griffith at the Courier should be contacted to publicise information on any public meetings.

Dedicated e-mail addresses should be set up to ensure communication links were clear to Parishioners and incoming communication could be easily accessed and responded to.

It was agreed that a simple “mission statement” or summary of exactly what the Neighbourhood plan was all about should be developed. This would enable a clear, simple and consistent message to be maintained. It was also suggested that some form of logo or branding should be developed to be included on all communication concerning the NP.

It was agreed that the communication and consultations process needed to be “front loaded” in order to demonstrate that the community had been fully involved from the outset.

A discussion on community engagement concluded there was a need to identify and engage with the most influential people within the community. It was agreed that a community meeting should take place but it was important to ensure that the key “influencers” came to that meeting.

The discussion identified that; a community meeting should take place prior to the development of policies etc, the outcomes of any meeting should be responded to within a week (this would need to be planned for to ensure quick turn-round), two surveys may be required, the second providing the in-depth consultation highlighted on the project plan, it was important that the process should not just be about planning and housing issues.

The target date for the consultation meeting was provisionally suggested as the end of September/beginning of October 2015. Avoiding the winter months was essential to ensure maximum parishioner engagement.

- **Actions: Develop “mission statement”/description. Develop logo/brand Identify those influential people who can contribute to the process. Confirm date of first meeting and agree process.**
- **Electronic Library – BA updated that Google Drive seemed to be the best option. Action: download the package and ensure everyone can access it.**

Neighbouring Parishes – It was agreed that the next step should be to speak to Mathew Neal. This could be followed up phone calls to other Parish chairs to check out how they were progressing.

1. **Next steps** (See **Actions** highlighted above)

1. **Next Meetings:** 23 June 7.30pm (venue: chez Shillitoe), 28 July 7.30pm (chez Shillitoe)

Appendix – Questions for Mathew Neal

- Is there a Neighbourhood Planning Toolkit available?
- What resources are available from Stratford DC? – and what are the costs?
- What grants might be available – and what are the likely timescales for obtaining and spending?
- Is there a model successful existing plan that could be accessed to save re-inventing the wheel?
- How can we best use existing reports and information within the NP?
- Is there a nearby PC that has successfully produced a NP?
- Views/advice on the best way to ensure effective community engagement
- Take existing project plan etc to gain initial feedback.