

**Ardington and Lockinge Neighbourhood Plan**

**Agenda and Minutes**

**for the Meeting at 7.30pm on Tuesday 9 April 2024**

**in the Loyd Lindsay Rooms**

Attendance: Annie Boon, John Chadwick, Carol Gibbs, Miranda Hawkins, Derek Morrow, Jo Noble, Gary Proudfoot, Stephen Rudgard, Bruce Winney.

		<b>Who?</b>
1)	Welcomes, apologies, and thanks. Apologies from: Phil Avery, Quinten Bevan, Amanda Bosley, Julian Sayers.	Gary
2)	Approval of minutes of the meeting on 19 March 2024	Agreed
3)	Matters arising <ul style="list-style-type: none"> <li>• Register of Interests - agreed position for Core Group and ad hoc members e.g. focus groups. (Register/conflict of interest to be added to Terms of Reference)</li> <li>• List of activities requiring funding beyond that available from the PC</li> <li>• Appropriate Material for PC website -</li> <li>• Report to PC on items outside the NP responsibility</li> <li>• Framework for e.g. contacting outside parties, etc.</li> </ul>	See Note 3) below John C, Bruce W,  Bruce W  Carol G Derek M
4)	Preparation of report and presentation for the PC AGM on 14/5/24 – clarify with PC how this is done and when vis a vis AGM Agenda.	See Note 4) Gary P
5)	<b>Draft Questionnaire - status, agreement of further changes, input from neighbourhood businesses.</b>	See Note 5) <b>Stephen R</b>
6)	Agenda items to be progressed at the next meeting	Questionnaire
7)	Any other business	Thanks were expressed to Julian S/ Estate for the use of the LLR
8)	Date of next meeting	Finalizing Questionnaire tba – Doodle Poll

**Notes**

**Item 3) Matters Arising**

- Register of Interests –

It was agreed the register be limited to NP Core Group Members (ie : Annie Boon, John Chadwick, Carol Gibbs, Miranda Hawkins, Derek Morrow, Jo Noble, Gary Proudfoot, Stephen Rudgard, Bruce Winney, and Julian Sayers). Hard copies will to be sent to Ardington and Lockinge Parish Clerk but not listed on the Parish Council's website.

**John C with Bruce W** to draft an amendment to the NP's Terms of Reference which states that the Parish Council's own Code of Conduct will be adopted to address issues concerning conflicts of interest, and that all future Agendas will, after apologies etc but before any substantive items, offer the opportunity for any "Declarations of Interest" to be made - result in voting rights being removed when applicable.

- List of activities requiring funding beyond that available from the Parish Council's £500.

**Bruce W** advised Government funding will most probably be available from June onwards; Bruce is working on obtaining quotes from different consultants for External Workshops, for Housing and for the Environment as well as for a Design Code and also for writing and drafting of the Plan itself. SR asked all to think about other items which may require funding.

- Appropriate Material for PC website

**Carol G** to send Minutes of all meetings, Terms of Reference, Area Designation, as well as draft Questionnaire to PC Clerk.

- Report to PC on items outside the NP responsibility.

Cheryl Soppet's "Community Aspirations" - **Derek M** to relay these to the Parish Council.

- Framework for e.g. contacting outside parties, etc.

As work on the NP expands to include more people and to avoid the danger of complex and overly long email strings that where appropriate, it was agreed smaller groups should prepare document(s) and then submit this/these to the Full Steering Group for approval and comment.

#### **Item 4) Parish Council AGM 14/5/24**

**Gary P** to draft a short presentation (appx. 10 mins, with 20 mins for questions). Critical to ensure AGM well attended to engage community. Publicity/advertising about the NP presentation to be via Trumpeter, Notice Boards, PC's website as well as in Questionnaire (to be dispatched by end of April).

#### **Item 5) Questionnaire**

Update from **Stephen R**, a "Neighbourhood Plan" Gmail account is to be created to retain anonymity (**Stephen R, and Bruce W**). Stephen to work on suggested changes and to send out revised version for final approval. Feedback from Cheryl Soppet not yet received. John C to send out Doodle Poll for a final draft meeting re the Questionnaire. Annie B to meet Quentin on 11/4/24 to discuss Business section of NP. Agricultural section was changed with Gary liaising with Amanda Bosley. (SR away for two weeks from 3/5/24).

The meeting thanked Stephen and Miranda for their hard and excellent work pulling together the Questionnaire.