

**MINUTES OF THE LONGSTOCK NEIGHBOURHOOD PLAN (NHP) STEERING GROUP  
COMMITTEE MEETING – HELD 7 PM, 28th August 2019, LONGSTOCK VILLAGE HALL**

**In attendance:**

Steering Committee:

Angie Filippa (AF) – Chairman

Alison Warner (AW) - Secretary

David Burnfield (DB) - Resident and Longstock Parish Councillor

Becky Soper (BS) – Resident

Members of the Community: 0

**Apologies**

David Smith (DS) - Resident

Sophie Walters (SW) - Resident and Chair of Longstock Parish Council

Ser	Subject	Action
1.	<b>Welcome and Introductions</b> AF opened the meeting and welcomed everyone.	
2.	<b>Update on Neighbourhood Plan Designated Area</b> DB reported that during an extraordinary meeting of LPC, a designated NHP area was discussed for Longstock. LPC Councillors felt that the entirety of Longstock Parish should be incorporated into any potential plan.	
3.	<b>Update on Longstock Parish Council Extraordinary Meeting</b> DB advised that following the identification of the designated plan area, a short discussion took place. LPC councillors then voted unanimously to proceed with a Longstock Neighbourhood Plan.	
4	<b>Nomination of Vice Chairman</b> The Steering Committee were collectively disappointed that John Eastwood had decided to stand down as Vice Chairman and leave the NHP committee, but thanked him for his contribution. As this created a vacancy, AF proposed that BS take over the role of Vice Chair. AW seconded and the remainder of the committee agreed. BS asked for it to be minuted that she would be happy to stand down if any other committee members expressed an interest in taking on the role in future.	
5.	<b>Nomination of Communications Co-ordinator</b> As Above. AW expressed an interest in taking on the role of communications co-ordinator however due to prior commitments, she advised that she would find this difficult to manage before Christmas. Due to a number of the committee being absent AF, offered to take on the role temporarily.	
6	<b>Longstock NHP Logo</b> AF advised that SW had spent time showing variations of the NHP logos designed by Lisa Steincke to local residents. A preference of wording was decided upon which was supported unanimously by the committee. The committee asked for their thanks to be extended to Lisa Steincke for her	

	valuable contribution.	
7	<p><b>Longstock NHP Project Planner</b></p> <p>AF shared a hard copy of a project planner provided by Plan-et. The planner clearly defines targets and significant milestones which will need to be achieved throughout any NHP process. AF advised that the project planner would be used by the committee to navigate the process and track progress. Due to the size and complexities of the document, AF stated that it would be best shared electronically.</p>	
8	<p><b>Drop Box</b></p> <p>AF suggested that Drop Box (or a similar platform) would be the best method for sharing the project planner and other associated documentation. Working from a shared area would not only provide version control but allow for continuity, should committee members change. AF stated that using a solution of this nature would incur a monthly cost. AF asked if the Parish Clerk could advise how this could be achieved once grants were in place. DB agreed to approach the Parish Clerk for advice.</p>	DB
9	<p><b>Planning for 31st August 19 Village Fete</b></p> <p><b>a. Timings:</b> AW and BS agreed they would set up from 12pm.</p> <p><b>b. Attendance and Rota:</b> BS agreed to manage the first shift. AW advised that she would be on the adjoining pitch so would also be there from 12pm onwards. DB advised that he would happily take over as and when required.</p> <p><b>c. Requirements</b> AW advised that she could provide a table and an A-Frame to pin posters to. AF advised that she had created some materials including posters, a contact form and leaflets that could be distributed to interested residents. AF advised that she would arrange for the leaflet to be reviewed by Plan-et before printing to ensure it was accurate. Any left-over leaflets could be distributed between the Peat Spade and Beccy's Green Grocers. AF stated that SW had kindly provided access to the OS maps covering the Longstock designated area. AF had printed A3 versions of the maps which she would laminate in readiness for the fete. BS stated that she could provide a leaflet holder and lollies to draw people in. AF to engage with BS to hand over the materials.</p>	<p>AW/BS</p> <p>BS/AW</p> <p>DB</p> <p>AW</p> <p>AF</p> <p>AF</p> <p>AF/BS</p>
10	<p><b>AOB</b></p> <p>AF stated that the committee needed a dedicated e-mail and Facebook page AF would look to set these up.</p> <p>The steering group felt that further volunteers should be actively sought to join not only the committee but the group as a whole. All committee members to canvas interested parties.</p>	<p>AF</p> <p>All</p>
<b>DON M</b>	<b>Wednesday 2nd October 2019 at 7pm Longstock Village Hall</b>	