

**MINUTES OF THE LONGSTOCK NEIGHBOURHOOD PLAN (NHP) STEERING GROUP  
COMMITTEE MEETING – HELD 7 PM, 6<sup>th</sup> NOVEMBER 2019, LONGSTOCK VILLAGE HALL**

**In attendance:**

Steering Committee:

Angie Filippa (AF) – Chairman

Beccy Soper (BS) – Vice Chairman

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

David Burnfield (DB) - Resident and Longstock Parish Councillor

David Smith (DS) - Resident

Simon Borthwick (SB) - Representative Leckford Estate

Liz Bourne (LB) - Plan-et (consultant)

Members of the Community: 1

**Apologies:**

Alison Warner (AW) – Secretary

Becky Hopkinson (BH) - Plan-et (consultant)

Ser	Subject	Action
1.	<b>Welcome and Introductions</b> AF opened the meeting and welcomed committee members and an attendee from the local community.	
2.	<b>Acceptance of Minutes</b> The minutes from the meeting on 2 <sup>nd</sup> October 2019 were agreed. Proposed by SW, seconded by SB.	
3.	<b>Longstock Parish Council - Update</b> SW advised that LPC were happy with progress to date. There were no further updates at this time.	
4	<b>NHP Finance / Grant - Update</b> SW advised the Steering Group (SG) that an application for the nationally available Locality Grant had been initiated, however its completion was subject to processing by LPC Parish Clerk. The Clerk was currently away on holiday which had delayed things slightly, AF agreed to speak to the clerk for a progress report.  LB advised that a further local government funded grant of £1,000 was also on offer from TVBC which LB recommended the SG applied for. AF will also follow this up with the Parish Clerk.	AF  AF
5.	<b>Community Questionnaire - Update</b> AF confirmed that a community questionnaire, which had been proposed at last month's meeting had been had been successfully drafted, printed and distributed to Longstock residents by SG members. Initial feedback during delivery suggested the questionnaires had been very positively received. It was agreed that the questionnaires would be collected one week from	

	<p>distribution and returned by SG members to SW / BS (via their businesses). The closing date for returns was agreed as 16 Nov 19. AF agreed to collate responses into a spreadsheet which would be loaded into Dropbox for LB and BH of Plan-et to analyse.</p> <p>LB advised that responses would be used inform the Longstock NHP's vision and objects and to assist with a future direction of travel for the SG going forward.</p> <p>The SG agreed that in order to maintain momentum they would like to meet with Plan-et in early December to discuss the analysis of the questionnaire. Due to diary clashes it was agreed that the next meeting would take place at <b>19:00 hrs on 4 Dec 19 at SW's house.</b></p> <p>Once the questionnaire analysis was complete, the SG agreed that the results of the questionnaire should be published via the Longstock newsletter to keep the community informed.</p>	<p>All</p> <p>AF</p> <p>LB/BH</p> <p>All</p> <p>AF</p>
6	<p><b>Dropbox</b></p> <p>All attending SG members confirmed that they all had access to Dropbox. AF advised that she had loaded a number of documents into Dropbox for SG members use, this included a copy of the project tracker, copies of minutes and agendas. LB/ BH will look to upload an electronic copy of the junior questionnaire.</p>	<p>LB/BH</p>
7	<p><b>Next Steps - including future meeting dates</b></p> <p>AF stated that the SG were keen to be pro-active. AF wondered whether there were any tasks which could be allocated now, which would help inform Longstock's NHP in the future. LB advised that at this stage the SG's main priority was to ensure the community were being fully engaged. Taking a collaborative approach at this stage would ensure the completed plan reflected the communities wishes more accurately.</p> <p>LB recommended that a review of the Longstock Village Design Statement (VDS) took place to check for relevance. If the VDS was still deemed as current it could be incorporated, in its entirety into the finalised NHP as an Annex. SB and DS volunteered to complete this task. AF to forward an electronic copy of the VDS.</p> <p>SB questioned whether Longstock's defined settlement boundary could be reviewed as part of the NHP as there were clear anomalies in the current boundary. For example, there are two listed properties which sit outside the defined settlement boundary but the land parcel which sits between them is within the settlement boundary. LB advised that this was feasible. LB recommended that the NHP is established in conjunction with the Local Plan and reviewed as and when the Local Plan is refreshed / rewritten.</p>	<p>SB/DS</p> <p>AF</p>
8	<p><b>AOB</b></p>	

	<p>Due to December's meeting being brought forward to 4<sup>th</sup> Dec 19 it was agreed that the meeting scheduled for 11<sup>th</sup> Dec 19 should be cancelled. AW to cancel Longstock Village Hall booking.</p> <p>The SG agreed that meeting dates for 2020 should be scheduled for the first Wednesday of every month (to coincide with LPC's monthly meeting on second Monday of every month). AW to check availability of Longstock Village Hall and book accordingly. AF to approach LPC with regards to cost of Village Hall room hire.</p> <p>AF thanked everyone for their attendance and the meeting was closed.</p>	<p>AW</p> <p>AW AF</p>
<b>DON M</b>	<b>Wednesday 4th December 2019 at 7pm - The Old School House, Longstock</b>	All