

**MINUTES OF THE LONGSTOCK NEIGHBOURHOOD PLAN (NHP) STEERING GROUP MEETING
– HELD 7PM, 2nd DECEMBER 2020, VIA ZOOM.**

In attendance:

Steering Committee:

Angie Filippa (AF) – Chairman

Beccy Soper (BS)- Vice Chairman

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

David Smith (DS)- Resident

David Burnfield (DB) - Resident and Longstock Parish Councillor

Simon Borthwick (SB) - Representing Leckford Estate

Liz Bourne (LB) – Plan-et

Becky Hopkinson (BH) – Plan-et

Apologies

Aly Warner (AW) - Secretary

Sharon Fortune (SF) - Resident

Ser	Subject	Action
1.	Welcome and Introduction AF opened the meeting and welcomed the committee.	
2.	Acceptance of Minutes The minutes of the meeting from 4 th Nov 20 were agreed and adopted. Proposed by SB seconded BS.	
3.	Longstock Parish Council - Update SW advised that there was nothing to report on behalf of LPC.	
4.	Finance / Grant -update AF advised that there were no updates to finance / grants.	
5.	Housing Needs Assessment (HNA): AF advised that on 19 Nov 20, a first draft of the HNA had been received from AECOM and circulated to the SG for comment. As the SG's comments needed to be returned to AECOM by COP on 4 th December 20, this would be the main focus of December's meeting. The SG's initial discussions identified that there was an anomaly in the existing overall housing numbers (which the draft totalled 126) and the existing social housing numbers (which the draft totalled 12). The SG wondered whether properties in Roman Road / Houghton Road had been overlooked due to their geography. AF agreed to raise the issue with AECOM and to ask for the figures to be checked. LB commented that the HNA opening statement / summary, which described the large number of 'rent free' properties within the parish, came across as slightly misleading. For the most part, these properties were farm workers cottages which were linked to employment, rather than holiday cottages or	AF

	<p>second homes. LB agreed to summarise this element (on behalf of the SG) more clearly and forward it on to AECOM.</p> <p>AF stated that as the housing figures were incorrect it had potential to affect the HNA findings. The SG agreed that these should be corrected before finalising the documents overall review.</p>	LB
6.	<p>Housing Needs Survey (HNS)</p> <p>AF confirmed that the Housing Needs Survey was now in motion. Paper copies of the survey had been hand delivered to every home within the parish, along with a pre-paid envelope. The paper surveys also provided a link to a 'Survey Monkey', therefore giving residents the opportunity to complete the survey on-line.</p> <p>AF advised that a short article, which explained the background to the HNS had been placed in the bi-monthly parish magazine, along with an advert (which also detailed the Survey Monkey links).</p> <p>AF stated that the on-line survey closing date had been scheduled for 18th December 20, however, co-ordinators (who were collecting completed hand written surveys) were encouraged to call back 2 weeks after delivery. It was hoped that by collecting returns in this way, residents who hadn't yet completed their surveys would receive a 'gentle reminder' before the final closing date.</p> <p>BH highlighted that if the results of the HNA/HNS indicated that affordable housing was something the SG wished to explore further; technical support was available from Locality. BH advised that this specific grant had been introduced as a trial and that there was no guarantee that it would be carried over into the next financial year. As this grant was time limited BH, suggested considering applying for and submitting an application sooner rather than later. AF advised that the SG hoped to have the results of the HNA/HNS by the beginning of February at the latest, so this was certainly something they could look into once the results were known.</p>	
7.	<p>Sub Group Updates</p> <p>a. Village Design Statement (VDS) - SB /DS. Update carried over to next meeting.</p> <p>b. Open Spaces - SW /AW. Update carried over to next meeting.</p> <p>c. Footpaths/Verges/Hedges - AF Update carried over to next meeting.</p> <p>d. Traffic - AF</p>	

	<p>AF advised that plans to complete a traffic survey were on hold due to renewed lockdown protocols.</p> <p>e. Listed Dwellings/ Buildings/ Gardens SB / DS SB & DS to arrange a meeting with LB & BH to discuss last month's map review and to look at next steps.</p> <p>f. Historic Heritage Assets /Sites - SB/ DS Update carried over to next meeting.</p> <p>g. SSSI's -SB/DS Update carried over to next meeting.</p> <p>h. Village and Countryside Landscape features - DB Update carried over to next meeting.</p> <p>i. Media - SW / AW Update carried over to next meeting.</p>	
8.	<p>Community Engagement Event - COVID 19 compliant delivery Due to COVID 19, face to face delivery is on hold until further notice.</p>	
9.	<p>AOB As LB & BH were present, the SG asked for ideas to keep the NHP process moving particularly as certain face-to-face elements couldn't be completed during the pandemic.</p> <p>LB discussed the NHP process in detail and some of the elements required to get the plan ready for referendum. LB emphasised that there were certain elements of the plan which would be completely out of the SG control, such as the statutory consultation periods which sat in-between certain stages.</p> <p>LB emphasised that one of the cornerstones of the plan which still needed to be address was the NHP's vision and objectives. Without these the plan could not successfully move forward to the next stage. DS suggested having an interim meeting on 15th December 20 to discuss this in more detail. AF to arrange.</p>	AF
DONM	Wednesday 6th January 2021 at 7pm via Zoom	All