

**Minutes of the Implementation and First Longstock Neighbourhood Plan Steering Group
Committee Meeting
Held 18/7/19, 6.30 pm at The Old School House, Longstock**

In attendance

Liz Bourne - Plan-et, Neighbourhood Development Consultant
Becky Hopkinson – Plan-et, Neighbourhood Development Facilitator
Sophie Walters -Resident and Chair of Longstock Parish Council
David Burnfield - Resident and Longstock Parish Councillor
Becky Soper - Resident
John Eastwood - Resident and Longstock Parish Councillor
David Smith - Resident
Angie Filippa - Resident
Alison Warner - Resident

Following the decision for a designation of a Neighbourhood area by the Parish Council at the Meeting held on 10th June 2019 **point 6** a submission was made to Test Valley Borough Council on the 9th July 2019 with an application for a designation of a Neighbourhood area.

Before the attendees of this formative meeting decided who should be elected to the committee **JE** raised concerns as to the transparency of the committee and its formation. **SW** explained the history of previous attempts to implement a NHP and explained there was a public meeting held two + years ago that didn't bring forth a Steering Group. More recently requests for volunteers in the Longstock newsletters had also been unsuccessful.

Those in attendance were here of their own choice; having been personally asked by the Parish Council Chairman or of their own volition, thus ensuring a varied cross section of the community. **LB** explained the need for community members along with a presence of the Parish Council as there needed to be a natural liaison between the two. She also pointed out that members of the Steering Group committee were interchangeable; people can join, leave and re-join as desired as it's not a public office but a body of people who can bring skills and time to achieve the desired outcome in a transparent way which ultimately should lead to the fruition of the Neighbourhood Plan. **LB** also made clear that part of her role was to ensure unbiased opinions steered the neighbourhood plan forward.

It was also pointed out that the Steering Group committee had no right to vote, the Parish Council are the official body when dealing with higher government policy. **LB** explained that the finances would be controlled by the PC and that all payments and receipts would go through the Parish Clerk of the PC.

All were asked if they wanted to commit to the initial Steering Group and all agreed.

A Chairman, Vice Chairman and Secretary were all elected

SW Proposed Angie Filippa as Chairman, **BS** seconded and the rest of the group unanimously agreed.

SW Proposed John Eastwood as Vice Chairman, **AF** seconded and the rest of the group unanimously agreed. **SW** Proposed Alison Warner as Secretary as no one else wanted the post AW agreed to take the role.

Following the committee election, each individual member formally introduced themselves to the rest of the group by giving a short introduction and explaining their ties with Longstock and village life.

Commencement of Business

Liz Bourne and Becky Hopkinson introduced themselves formally. They explained that they have been consulting on Neighbourhood Planning since its conception through the Localism Act 2011. (Documents explaining this are attached or available to be seen via the Secretary)

LB and **BH** explained that their consultancy specialised in small communities such as ours and that they had a portfolio of villages and towns that they had successfully guided through the Neighbourhood Planning process. **LB** and **BH** advised that their support could be funded through grants which were made available for the purpose of Neighbourhood Planning and that finances would be processed through the Parish Council to allow for VAT reclaim. **LB** and **BH** stated that they would be paid on an ad-hoc basis and that they would programme their invoices to correspond with grant payments so that a tight control could be kept on finances.

LB advised that we as a team should start to introduce the plan to the community. The majority felt the village fete would be the ideal first community engagement opportunity. In preparation, the group should look to create a SWOT analysis (Strengths, Weaknesses, Opportunities and Threats). They should also consider working towards a more formal Community Engagement Event.

LB cautioned that the group would be ill advised to target one main threat and recommended being open minded to possibilities for the future (one should not worry about what might happen but think about positives and what could happen). **LB** recommended thinking about a vision, this should be on a 20-year timescale. This should not be personalised; we should look to identify issues and not look to find solutions at this point in time.

DS asked if we needed to approach landowners at this stage? **LB** and **BH** confirmed this was not required at this stage, but we would need to include them in public meetings in the future

LB suggested finding a public space for all of our meetings and recommended varying the time to allow all members of the community to attend at some point.

ACTIONS

Agree visions and objectives

Arrange for stand at village fete

A date should be set for the Community Engagement Event

SW suggested we take a half page in the village newsletter

A Strap line or Logo should be sought (something that is instantly recognisable)

Arrange next meeting venue TBA, **SW** suggested that the village hall could potentially sponsor the venue as a contribution to the village. Other suggestions were the pub or church. **LB** advised against

the pub as it should not be held a licenced premises, the garden however would be fine for Wednesday 31st July 6.30pm. The location of meetings should be advertised to the wider community as public are allowed to sit in on meetings.

Sort out stand and info for village fete

Do anything to progress the Neighbourhood Plan

LB stated this is a document which is statute has more standing and power than the Village Design Statement.

LB and **BH** are available via email or phone at any time and will be available in person at the necessary points.

Everyone was thanked for their attendance and Angie declared the meeting Closed

Date of next Meeting Wednesday 31st July 2019 at 6.30pm Longstock Village Hall