

**MINUTES OF THE LONGSTOCK NEIGHBOURHOOD PLAN (NHP) STEERING GROUP MEETING  
– HELD 7PM, 7<sup>th</sup> OCTOBER 2020, VIA ZOOM**

**In attendance:**

Steering Committee:

Angie Filippa (AF) – Chairman

Alison Warner (AW) - Secretary

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

David Smith (DS)- Resident

David Burnfield (DB) - Resident and Longstock Parish Councillor

**Apologies**

Beccy Soper (BS)- Vice Chairman

Simon Borthwick (SB) - Representing Leckford Estate

Sharon Fortune (SF) - Resident

Ser	Subject	Action
1.	<b>Welcome and Introduction</b> AF opened the meeting and welcomed the committee.	
2.	<b>Acceptance of Minutes</b> The minutes of the meeting from 10th Sept 20 were agreed and adopted. Proposed by SW seconded AF.	
3.	<b>Longstock Parish Council - Update</b> SW advised that Lucy Buis of TVBC had been in contact with LPC regarding Housing Needs Surveys. TVBC were aware that Longstock were in the process of completing a NHP and wondered if the SG were interested in completing a housing needs survey – discussed under serial 5.	
4.	<b>Finance / Grant -update</b> AF advised that the steering group had been successful in securing funding from Locality for FY 20-21. The final stage of the application had been successful and a grant of £7,200 was about to be transferred into Longstock Parish Council's bank account (anticipated within the next 7 – 10 days*).  <i>*Grant funding received by LPC 8<sup>th</sup> Oct 20.</i>	
5.	<b>Housing Needs Assessment/Survey (HNS)</b> AF confirmed that Locality had approved the SG application for technical support funding to complete a Housing Needs Assessment. An AECOM lead, Paul Avery had been appointed and his assistant, Jessica Cooke had set up a telephone conference for 9 Oct 20 to kick start the process. AF advised that LB of Plan-ET had kindly agreed to join her on the call.  AF advised that having completed further research, she felt that the Housing Needs Assessment may be set at too high a level to provide guidance on all of areas the SG required. The assessment appeared to be desk based and	

	<p>consisted of analysing pre-existing data such as land registry and census information.</p> <p>SW suggested contacting TVBC to find out more about their offer. DS suggested requesting a timeline for implementation and anticipated completion.</p> <p>The SG agreed that if both the assessment and survey were available, and the costs not prohibitive, then completing both would be beneficial. AF agreed to find out further detail and report back to the SG.</p>	AF
6.	<p><b>Sub Group Updates</b></p> <p><b>a. Village Design Statement (VDS) - SB /DS.</b> Update carried over to next meeting.</p> <p><b>b. Open Spaces - SW /AW.</b> SW in communication with Sarah Hughes, TVBC regarding obtaining layered maps.</p> <p><b>c. Footpaths/Verges/Hedges - AF</b> Update carried over to next meeting.</p> <p><b>d. Traffic - AF</b> AF advised that following the last SG meeting she had circulated a traffic survey questionnaire for comment. The questionnaire was for use at The Farm Shop (if permission could be obtained) to establish how far people were travelling to use the shop and the route they had taken to get there. AF advised that she had bracketed the answers so that collected data could be presented in pie charts. The SG provided feedback on the proposed questions.</p> <p><b>e. Listed Dwellings/ Buildings/ Gardens SB / DS</b> Update carried over to next meeting.</p> <p><b>f. Historic Heritage Assets /Sites - SB/ DS</b> Update carried over to next meeting.</p> <p><b>g. SSSI's -SB/DS</b> Update carried over to next meeting.</p> <p><b>h. Village and Countryside Landscape features - DB</b> Update carried over to next meeting.</p> <p><b>i. Media - SW / AW</b> The SG brainstormed different content ideas for the Longstock NHP film.</p>	

	<p>AF questioned whether LPC's Hugo Fox website could accommodate and support the playing large media files. DB suggested hosting the film on YouTube and connecting the LPC website via a hyperlink.</p> <p>The SG agreed that further work was needed to gather footage and soundbites for the film. AF advised that she had placed an appeal for volunteers to assist with the sound bites in the parish magazine as these could be collected via zoom or via WhatsApp if necessary.</p> <p>It was also agreed that Geoff Merritt would be a good point of contact for historical photographs depicting how the village used to look.</p>	
7.	<p><b>Community Engagement Event - COVID 19 compliant delivery</b> Due to COVID 19, face to face delivery is on hold until further notice.</p>	
<b>DONM</b>	<b>Wednesday 4<sup>th</sup> November 2020 at 7pm via Zoom</b>	All