

**MINUTES OF THE LONGSTOCK NEIGHBOURHOOD PLAN (NHP) STEERING GROUP COMMITTEE MEETING – HELD 6:30 PM, 31<sup>ST</sup> JULY 2019, LONGSTOCK VILLAGE HALL**

**In attendance:**

Steering Committee:

Angie Filippa (AF) – Chairman

John Eastwood (JE) – Vice Chairman and Longstock Parish Councillor

Alison Warner (AW) - Secretary

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

David Burnfield (DB) - Resident and Longstock Parish Councillor

Becky Soper (BS) – Resident

Members of the Community: 6

**Apologies**

David Smith (DS) - Resident

Ser	Subject	Action
1.	<p><b>Welcome and Introductions</b></p> <p>AF opened the meeting and welcomed everyone. The Steering Group individually introduced themselves to attending members of the community.</p>	
2.	<p><b>Update on NHP Parish Designation</b></p> <p>SW advised that Longstock’s original NHP designation map had been returned to the PC by Sarah Hughes from TVBC with a request to make a few minor adjustments. SW noted that Sarah had been extremely helpful in providing overall guidance and links to official OS maps. SW stated LPC were holding an extraordinary PC meeting on 12 Aug 19, in order to finalise Longstock’s NHP designation area.</p>	
3.	<p><b>What is the Neighbourhood Plan?</b></p> <p>As this was the first meeting where members of the community were in attendance, AW suggested giving an explanation to attendees on the purpose of an NHP. For ease of reference, AW introduced the concept then read details of what constituted an NHP from ‘The Introduction of Neighbourhood Plan Information and Guidance’.</p>	
4.	<p><b>Further Meetings and Venue(s)</b></p> <p>In order to keep up momentum, it was suggested that regular monthly meetings should be scheduled, one week prior to LPC’s monthly meeting, thus allowing updates on the NHP to be presented to the PC in a timely manner.</p> <p>SW suggested approaching the Longstock Village Hall committee to see if they would be willing to allow the Steering Group to meet in the hall free of charge. This would benefit two-fold, it would allow meetings to be held in public and provide the community the opportunity to attend and contribute to proceedings. <b>Action on SW</b> to approach the Village Hall Committee.</p> <p>After conferring diaries, it was agreed that the first monthly meeting would be</p>	<b>SW</b>

	<p>held at <b>7pm on 2 Oct 19</b> (and thereafter on <b>6 Nov 19 &amp; 11 Dec 19</b>). <del>Action on AW</del> to book a venue. <i>UPDATE: AW has confirmed that a provisional booking has been made in Longstock Village Hall for each of these dates.</i></p> <p>At the Steering Groups previous gathering, opportunities to start involving the community were discussed. It was agreed that a 'pop up stall' at the village fete may be a good way to start engaging with the community. SW highlighted that the Longstock Village Fete was fast approaching (31 Aug 19) and that a fuller planning meeting would be required to organise something for this event. The Steering Group agreed on a planning date of <b>28 Aug 19 at 7pm</b>. <del>Action on AW</del> to book a venue – <i>UPDATE: AW has confirming Longstock Village Hall has been booked for this planning meeting.</i></p> <p>The Steering Group also discussed holding a more formal community event in Oct 19. This would ideally be attended by representatives from Plan-et and TVBC. Initial dates of <b>26/27 Oct 19</b> were floated (with afternoon and evening sessions) but this would be subject to the availability of representatives of Plan-et and Sarah Hughes (TVBC). Once a date could be agreed a venue could be sought. <b>Action on SW</b> to check guest attendee availability.</p>	<p><b>AW</b></p> <p><b>AW</b></p> <p><b>SW</b></p>
5	<p><b>Steering Group Roles and Responsibilities.</b></p> <p>AF stated that the Steering Group Terms of Reference (ToR's) identified the possible need for additional co-ordinator roles. The group discussed each of the roles in turn;</p> <p><b>a. Financial Coordinator</b></p> <p>As the PC's dedicated Responsible Officer, Mark Flewitt, LPC Parish Clerk would be, by default the groups single point of contact for finances / invoices / payments etc. As such, SW suggested that Mark may wish to attend Steering Group meetings. <b>Action on SW</b> to discuss this further with Mark.</p> <p><b>b. Communications Coordinator</b></p> <p>It was agreed that social media would be a useful platform to keep the community informed, although it was highlighted that due to demographics it was important not to forget those who weren't on-line. SW suggested a regular piece in the Longstock newsletter as a way of bridging this gap. JE volunteered to take on the Communications Co-ordinator role. <b>Action on JE</b> to look into setting up a dedicated Facebook page.</p> <p>SW advised that LPC are currently working with web designer to design a new village website now that the current website was coming to an end. SW stated that the new LPC page could support a dedicated Longstock NHP page. It was agreed that this would be a good way of keeping the community informed and the Steering Group accessible.</p>	<p><b>SW</b></p> <p><b>JE</b></p>

	<p><b>c. Volunteer Coordinator</b></p> <p>Although the group were very much in their infancy, it was recognised that the need for volunteers would be key to the success of the project. It was agreed that BS would be ideally suited to this role because she was so well known in the village and because of her accessibility.</p>	
6.	<p><b>Village Fete - 31 Aug 19</b></p> <p>After discussions at the Steering Groups last gathering, AW advised that she had spoken to Garry Headley about the possibility of a small pop up stall / pitch at the village fete. Garry advised that he was happy to accommodate the group but stated that the group would need to provide their own table. It was felt that key to this engagement would be a more detailed map. <b>Action of AF &amp; SW</b> to look into the possibility of obtaining an OS map of the designated NHP area. A member of the community recommended using Stanford's mapping service to make prints.</p> <p>JE suggested that the fete would be a good opportunity (subject to GDPR) to gather resident contact details and to obtain detail on preferred methods of contact. <b>Action on AF</b> to look into GDPR.</p>	<p>AF / SW</p> <p>AF</p>
7.	<p><b>Identity and Strap line</b></p> <p>SW suggested that an easily identifiable logo and strap line would be useful to have in place in time for the village fete. Lisa Steincke, a local artist offered her services in providing a line drawing of the fishing hut / eel traps as a logo. SW suggested a strap line of 'Your Village, Your Vision' however she stated that coming up with a strap line could also form part of a competition at the fete with a prize for the best / chosen entry. <b>Action on SW</b> to speak to the Peat Spade re: sponsorship / prize for best suggestion.</p> <p><i>UPDATE: Lisa Steincke has very kindly provided a line drawing, which has been circulated and well received by the group.</i></p>	<p>SW</p>
8.	<p><b>Stakeholders</b></p> <p>The Steering Group discussed potential stakeholders. It was agreed that the list was not finite and that it would probably change over time. <b>Action on AF</b> to create a stakeholder matrix.</p>	<p>AF</p>
9.	<p><b>SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis</b></p> <p>As per Plan-et's recommendation, the Steering Group brainstormed the SWOT analysis with input from all meeting attendees. It was agreed that this would be a useful discussion point at the village fete on 31 Aug 19. To be discussed in more detail at the Village Fete planning meeting on 28 Aug 19. <b>Action on AF</b> to create a SWOT template.</p>	<p>AF</p>
10.	<p><b>Visions and Objectives</b></p> <p>Due to time constrains, this agenda item to be move to the next formal meeting in Oct 19. <b>Action on AF</b> to add to next agenda.</p>	<p>AF</p>
11.	<p><b>AOB</b></p> <p>Everyone was thanked for their attendance; AF declared the meeting closed</p>	
<b>DON M</b>	<p><b>Wednesday 28th August 2019 at 7pm Longstock Village Hall</b></p>	