LAMBOURN PARISH COUNCIL
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Neighbourhood Plan Working Party
30th May 2018, 7.30pm Alms Houses, Lambourn

Attended: Cllr. Cocker (Chairman), Cllr. Billinge-Jones, Cllr. Laurie, Cllr. Penfold,
Apologies: Ann McMath,

Review of Meeting held 20th March 2018

Minutes of the last meeting held on the 18th April 2018 were accepted as a true record.

8 Feedback following response from Bryan Lyttle (WBC)

The written response from Bryan Lyttle was presented by Cllr. Cocker.

Item 1 – No grant applications until after formal designation also need have clear requirements for spend. This may include; Landscape Assessment, Conservation Appraisal, Flood Assessment, Racing Industry, Economic Assessment, Local Housing Needs Assessment and Transport and Accessibility Study

Item 2 – It was agreed that a separate cost centre within the LPC accounts system would probably the best way forward. This would need to be agreed by the council when needed.

Item 5, 6 & 7 – All agreed that it will be useful to establish a plan as to hoe all of the various policies and assessments inter-relate.

It was agreed that the demographics of the Parish would be useful information to have; much of this information is available from the WBC Health and Wellbeing Board. Some of the information is already held by LPC.

Action - Ann McMath to write to Bryan Lyttle (copied to Graham Jones) asking the following questions-

1. We would like to begin preparing an outline brief for a Landscape Assessment and would appreciate guidance on what we should consider.
2. Is there a recent Housing Needs Assessment for the Parish of Lambourn?
3. We need to have a greater understanding of the industrial areas or Membury Industrial Estate, Membury Business Park and Lowesden Works, plus Membury Service Station, which have Protected Employment status in the Core Strategy. Apart from the sections in the Core Strategy, are there any contacts or sources of information you can

suggest which would help us? We assume the Membury Estate and Lowesden Works will be affected by the evolving new Local Plan.

9 Review of Annual Assembly Presentation (9th May)

Cllr. Cocker & Cllr. Billinge-Jones gave a presentation at the Annual Assembly: The meeting was well attended by members of the public and the presentation was well received with some very useful questions. See separate report for details. Five members of the public volunteered to help with the LNDP.

10 Timetable: Pop-up meeting schedule and venues

The pop-up meetings/exhibitions are primarily to:

1. To inform parishioners about the pros and cons of having an NDP so they can give some indication whether or not we should continue BEFORE we hold a public meeting in the Autumn.

2. To give parishioners an opportunity to think about how they would like the Parish to evolve, including what they value about it now.

It is a basic introduction, not a full-blown consultation. If we go ahead, there will be plenty of opportunities for comment and for much bigger exhibitions, perhaps on specific topics.

Therefore, we are proposing to have a small, table top display, giving information and showing maps and photos. Parishioners will be invited to give their initial thoughts via comment sheets/post it notes and verbally.
The exhibition will tour the parish, an evening or Sat/Sun in each ward, with the display being left up in (possibly) the library or other central space for longer.

Since it is relatively small, we thought it might be better to attach the exhibition to other events (hence the coffee morning) which would attract different/wider groups

The pop-up meetings/exhibitions planned for Lambourn, Woodland St.Mary, Eastbury and Upper Lambourn should, where possible, be attached to existing events or local in regular use. Suggestions include

Lambourn- Library, School, Church during Carnival Exhibition.
Eastbury – Coffee morning
Upper Lambourn – Jockey Club offices
Woodlands – Flower Show

The pop-up meetings/exhibitions will consist of the following;

Explanation of an NDP and what it can achieve
Map of West Berkshire (A3) showing size and placing of the Parish
Map of the Parish (A2), showing the Wards
Map of each Ward (A3)

Photos, wide range representing the entire Parish.
2 or 3 questions to be considered by attendees, e.g. what's special about your part of the Parish?, Do you want parishioners to be able to influence how the parish evolves?
Headline of topics that the LNDP may consider, e.g. housing, industry, flooding, transport, infrastructure, heritage, environmental issues.

The meetings should in July and August, the first being a trial run in Eastbury.

Action - Cllr. Cocker to **liaise with Mrs Drake, Mr Potter and Mrs Bulbeck-Reynolds to arrange suitable date and location**

Action - Cllr. Penfold to source the maps.

11. Finance:

This a standard agenda item. There was nothing to report at this meeting.

12. Stakeholder details and contact with Stakeholders

Cllr. Billinge-Jones has compiled a provisional stakeholder list and a list of volunteers from the Annual Assembly.

Action - Cllr. Billinge-Jones to write to each volunteer thanking them and explaining when help may be needed. This will include a GDPR privacy statement.

13. Matters Arising/Items for Next Agenda

Cllr. Billinge-Jones suggested setting up a 'google drive' for the LNDP, 15Gb being free. If more space is needed 100Gb is approximately £16/year. All agreed that the 15Gb 'google drive' would be useful to start.

Action - Cllr. Billinge-Jones to set up 15Gb 'google drive' and provide access details to all LNDP working party members.

Date of next meeting 28th June 2018, 7.30pm, Almshouses

DRAFT