LAMBOURN PARISH COUNCIL

The Memorial Hall, Oxford Street, Lambourn, Berkshire. RG17 8XP
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Minutes of Lambourn Neighbourhood Development Plan Steering Group Meeting, Monday 25 November 2019, 10.00am
The Board Room, Isbury Almshouses, Lambourn

Cllr. Cocker (Chairman), Cllr. Bridget Jones, Cllr. Riggall, Cllr B Laurie, Cllr Billinge-Jones, Sara Moule (Minutes).

Apologies: Cllr. Penfold, Cllr Howard Woollaston.

Meeting Commenced: 10.00 hrs

132. **MINUTES OF PREVIOUS MEETING 31 October 2019:** were approved as a true record and signed by the Chairman.

Sue, Bridget and Will gave updates on the workshops they had attended at the AONB Conference. All felt it was a good event and some useful pointers came out of it. Sue and Bridget would claim their expenses for this from the Parish Council.

133. **QUESTIONNAIRE:**
The questionnaire had been collected from the printers and was starting to be delivered by the volunteers. Everyone agreed that it looked very good. Sue had written an instruction document for the deliverers to clarify what was expected of them.

Will agreed to liaise with Charles and Kelly regarding distribution in Upper Lambourn and offered the help of the Gallops team in delivering the questionnaire. He further agreed to investigate occupancy at the hostel addresses to determine how many copied were required at each site. Additional copies would be available from the PC Offices.

Mike advised that the online version of the questionnaire was now live. However, there was a discrepancy between the question numbers in Section 1 on the paper version and the one online. Sue agreed to see if it would be refreshed as this could cause a problem when inputting the data.

Sue advised she would collect the completed versions from the collection points regularly and that she and Alistair would input the responses as they came in to keep on top of it.

Surgeries would be held at the library from 10.00am – 12.30pm on 14 December (Sue, Bruce and Pete) and on 11 January (Sue, Bridget, Mike and Will).

Sue confirmed that she was putting a reminder in the December and January Village Views editions. The Lambourn Facebook page and PennyPost would also be updated.

Sue had paid £750 for the printing and it was agreed that she should be reimbursed from the grant fund.

Alistair had paid for 3 months subscription to SmartSurvey at £37.80 incl. VAT per month. It was agreed that he should be reimbursed for this, again from the grant fund.

Sue agreed to send a copy of the questionnaire to West Berks Council to ensure we are aligned with their plan and that they agreed that all Phase 1 requirements had been completed.

134. CONSULTANTS:

Sue advised that she was still waiting to hear from Sharon at Bluestone regarding next steps but that their invoice for the first tranche of work had been paid. A meeting would be scheduled in the New Year once the surveys were in. A copy of the questionnaire will also be sent to Bluestone Planning.

Mike advised that Laila was involved in election business and would not now be available until 3 December.

Bruce advised that the Housing Requirement document had still not been received from West Berks Council despite this being a legal requirement. They were also required to provide the Land Supply figures for the next 3-5 years.

135. FUNDING:

Mike agreed to remind Lucy Wildsmith about the Housing Needs Assessment as this was outstanding.

Sue agreed to engage with Sovereign Housing and to send them a copy of the questionnaire as this was going to their tenants and would be used to help with the Housing Needs Survey.

136. STAKEHOLDERS:

Mike agreed to draft an update to all stakeholders to remind them that the questionnaire was coming and to thank all the volunteers.

Will agreed to draft a communication to all trainers for Merrick Francis to send out.

137. IT SUPPORT& WEB PRESENCE

Mike confirmed he was having a meeting with to relevant parties this week.

138. LNDP PROJECT PLAN:

Bruce agreed to check the questionnaire against the West Berks proforma plan to ensure nothing was outstanding and to get their endorsement that everything required had been done.

139. ITEMS FOR FUTURE AGENDA:

Character Assessment – Archeologist Sarah Orr was ready to help with this.

131. DATE OF NEXT MEETING:

Monday 13 January 2020 at 10.00am in the Board Room, Isbury Almshouses, Lambourn.

Meeting Concluded 11.10 hrs

Chairman: Date: