



# LAMBOURN PARISH COUNCIL

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## Neighbourhood Plan Working Party

20<sup>th</sup> March 2018, 7.30pm

Alms Houses, Lambourn

Present: Cllr. Cocker (Chairman), Cllr. Billinge-Jones,

Cllr. Penfold, Mrs. McMath (minutes)

Apologies: Cllr. Laurie, Cllr. Riggall, Cllr. Chalk

### 1 Review of Meeting held 21<sup>st</sup> February 2018

Thank you to Cllr. Penfold for taking notes and circulating the report. The attendance at the meeting was encouraging and the guest speakers brought out some key learning points and good advice. The working party felt that they need to be careful not to 'overdo' the detail if it is not strictly necessary. It was agreed that **Cllr. Cocker and Cllr. Billinge-Jones will arrange to meet Bryan Lyttle, WBC** to discuss policies and structure of policy documents, also access to documents. [Bryan Lyttle is happy to answer written questions prior to arranging a meeting in a few weeks. Cllr. Cocker and Cllr. Billinge-Jones are preparing questions].

Notes from last two meetings were reviewed – no comments needed

### 2. Vision for the LNDP:

Cllr. Billinge-Jones ran through a list, from Settlement Boundaries to Public transport, to be considered under this heading. It was decided to group into broad headings. Bio-diversity, sustainability and/or sustainability in the environment might need separate headings.

The group agreed that a vision evolves and will re new during the life of the plan. Some suggestions - 'Ensure Lambourn's character and uniqueness is maintained into the future' "Health and Wellbeing" to also be considered.

A mission statement (1 or 2 sentences) should inform the vision. **Cllr. Penfold tasked to come up with a proposal for a mission statement.**

### 3. Timetable: What do we need to do next?

I Preparation for presentation at the Annual Assembly 9<sup>th</sup> May 2018

Cllr. Laurie's notes were considered regarding structure and presentation at public meetings. The aim for the meeting is to gain a general feeling of support (or not) for a LNDP and can be used as evidence for the Designation Application. It was agreed that LNDP should go on as a 10-minute agenda item after the standing items but before the public questions. **Cllr. Billinge-Jones and Cllr. Cocker to present** and ask for a show of hands. An A4 sheet with information should be available with links to other similar NDPs (Brightwell-cum-Sotwell, has a newly-made plan; Compton and Aldbourne have designated Neighbourhood Areas).

#### ii. Pre-meeting Publicity

Posters, Press Release to accompany advert in NWN, Flyer

#### iii. Beyond May: Further Publicity and Consultation

It was agreed that at 6/8 weeks after Annual Assembly, there should be a pop-up exhibition/road show to build awareness. This should visit Lambourn, Upper Lambourn, Lambourn Woodlands and Eastbury. (Suggested that the Library with a possible long term display & Leisure Centre be used to reach different audiences).

September/October would be the earliest for a full Public Meeting. Funding and structure of funding must be clear prior to this meeting. Ideas for the meeting:

Pinning a map (as suggested by Stratfield Mortimer) Asking for Volunteers to help. Volunteers will not be turned away they are, by default, stakeholders and can become members of task groups

#### **iv. Application for Neighbourhood Area Designation**

Aim for November/December 2018, after public meetings

#### **4. Finance**

A business plan will be drawn up prior to the public meeting.

A separate account to be set up for LNDP, with designated signatories, management team and policies identified. The Parish Council can support with a grant if the regulations governing grants are met (constitution, policies, rules & regulations). Structure and detail to be discussed with Bryan Lyttle.

#### **5. Stakeholder Details and Contact with Stakeholders**

A long list of stakeholders was identified including suggestions from Cllr. Riggall, Cllr. Cocker, Cllr. Billinge-Jones and all other group members. Stakeholders to be designated into groups. Appropriate methods of communication tailored to the groups to be used. (Contact with young people would be a challenge). **Cllr. Billinge-Jones will manage the stakeholders list.**

#### **6. Structure of Steering Committee**

A steering committee of less than ten people should be in place by November/December 2018. The Steering committee should be careful to avoid bias and the output from the committee and related task groups need to be documented and available for public scrutiny.

The steering group should not be Parish Council heavy and should target specific people to be involved (and/or ask for volunteers). The steering Committee members could take on the running of Task Groups to consider specific areas and involve the wider use of volunteers (see item 3.iii).

Task groups can have fluid membership and will not all be operational at any one time.

#### **7. Matters Arising/Date of next meeting**

Sources for the project were considered. Where to gather information for the evidence base? Archive reports such as old Parish Plans could be used for measurement. **The Clerk to forward slides from the recent District Council Meeting.**

**Next Meeting 18<sup>th</sup> April 2018 in the Alms Houses, 7.30pm**

***Please note: Assigned actions noted in bold.***