

**MINUTES OF THE LONGSTOCK NEIGHBOURHOOD PLAN (NHP) STEERING GROUP MEETING  
– HELD 7PM, 10<sup>th</sup> SEPTEMBER 2020, THE OLD SCHOOL HOUSE, LONGSTOCK.**

**In attendance:**

Steering Committee:

Angie Filippa (AF) – Chair and Longstock Parish Councillor

Alison Warner (AW) - Secretary

Beccy Soper (BS) – Vice Chairman

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

Sharon Fortune (SF) - Longstock Resident

Liz Bourne (LB) - Plan-et Consultant

Becky Hopkins (BH) - Plan-et Consultant

**Apologies**

David Burnfield (DB) - Resident and Longstock Parish Councillor

Simon Borthwick (SB) - Representing Leckford Estate

David Smith (DS) - Longstock Resident

Ser	Subject	Action
1.	<p><b>Welcome and Introduction</b></p> <p>Due to unforeseen circumstances, the Zoom Steering Group meeting scheduled for 2<sup>nd</sup> Sept 20 was postponed and rescheduled for a face to face meeting on 10<sup>th</sup> Sep 20. AF thanked everyone for accommodating this change and introduced Sharon Fortune, who’s volunteered to join the Steering Group.</p>	
2.	<p><b>Acceptance of Minutes</b></p> <p>The minutes from the meeting on the 12th Aug 20 were agreed and adopted. Proposed by SW and seconded by BS.</p>	
3.	<p><b>Longstock Parish Council - Update</b></p> <p>Longstock Parish Council did not meet in August so there were no updates to share.</p>	
4.	<p><b>Finance /Grant -update</b></p> <p>AF advised that a Locality Grant for FY 20-21 of £7200.00 had been applied for and that she was waiting for confirmation as to whether the application had been successful. AF to monitor*.</p> <p>AF discussed future billing with Plan-et. It was agreed that invoicing would be easier to keep track of going forward.</p> <p><i>*Following the committee meeting Locality made contact via email to query the community engagement element of Plan-et’s quotation (which appeared to have been duplicated). AF responded by explaining that the committee had been unable to deliver the original face to face community engagement</i></p>	AF

	<p>events due to lockdown. Revised dates had been scheduled for Sept / Oct 20 however these had been constantly under review due to Covid restrictions. In a parallel workstream the SG were now looking at innovative ways of completing this central body of work. Locality advised that Longstock's grant application would go before the deciding panel w/c 5<sup>th</sup> Oct 20.</p>	
5.	<p><b>Housing Needs Assessment / Survey (HNS)</b>  AF advised that a Technical Support Grant to complete the HNS had also been applied for. AF advised that representative of AECOM (Locality's Consultants) had already made contact to complete an initial fact-finding questionnaire. AECOM advised that the completed questionnaire would be passed for a suitability review. If the assessment of the application was successful, a dedicated Technical Support Advisor would be allocated in the next 6 – 8 weeks to lead on Longstock's HNS. LB recommended hastening AECOM on a weekly basis to maintain momentum.*</p> <p>LB also recommended the NHP maintained a higher level of visibility via the Parish Magazine / the web / Facebook etc with the aim of strengthening engagement and bolstering responses.</p> <p><i>*Email received from Locality 21 Sep 20 advising the Technical Support Grant had been approved and that Paul Avery of AECOM had been appointed as lead.</i></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>  Awaiting maps from TVBC. SW to supply OS licence number in order for Sarah Hughes (TVBC) to reproduce copyrighted maps.</p> <p><b>c. Footpaths / Verges / Hedges - TBC</b>  AF advised that she had approached Cllr Charles Grieve (LPC) to ask if he could assist with the documenting / recording of footpaths as he currently holds responsibility for this body of work on behalf of Longstock Parish Council. Cllr Grieve advised he is happy to provide support were necessary.</p> <p><b>d. Traffic - AF/BS and (newly appointed to sub group) SF.</b>  AF suggested completing a survey at Leckford Farm Shop to provide an indication of the amount of traffic the farm shop attracts. SW to approach SB / Colin McIntyre /Andrew Hoad of Leckford Estate to request permission.</p> <p>AF to create a draft survey and circulate for comment.</p> <p>Suggested survey questions to include;</p> <ul style="list-style-type: none"> <li>• The driver's postcode.</li> </ul>	<p>SB/DS</p> <p>SW</p> <p>AF</p> <p>SW</p> <p>AF</p>

	<ul style="list-style-type: none"> <li>• How they found out about the Farm shop.</li> <li>• What influenced the visit.</li> <li>• Potential route taken e.g. through Longstock / Leckford / Fullerton.</li> </ul> <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>Following discussions at 7b a new Sub group was formed;</p> <p><b>i. Media - SW / AW</b> SW / AW to approach Longstock residents; James Lakin re: IT skills and Toby Giles re: drone footage and non-resident Nick Butler-Miles for media editing. AF advised that she also had a contact who had just graduated from a Media course who specialised in making music and promotional events videos. He has been approached and was happy to assist with producing / editing footage.</p>	<p>SB/DS</p> <p>SB/DS</p> <p>SB/DS</p> <p>DB</p> <p>SW/AW</p>
7.	<p><b>Community Engagement Event - COVID 19 compliant delivery</b></p> <p>a. TVBC update: AF advised that she had been in contact with Sarah Hughes (SH) of TVBC with regards to the COVID compliant delivery of community engagement events. SH advised that the vast majority of her NHP groups had paused their plans indefinitely, which wasn't ideal. SH recognised how problematical face to face delivery would be in the current climate and sought advice from the TVBC Comms. Comms recommended that smaller appointment-based interactions would be the only way they could see forward.*</p> <p><i>*With effect from 14 Sep 20, further COVID restrictions have come into force limiting social gatherings to six.</i></p> <p>AF discussed the SG's idea of making a 'Longstock specific' NHP film or video which explained the purpose of an NHP and the Longstock SG direction of travel. The completed film could be presented to large or small groups and shared via various platforms (website / social media etc).</p>	

	<p>By using a film format the messaging would remain consistent. Feedback could then be collected by way of a questionnaire. AF asked SH whether this would be deemed as an acceptable demonstration of community engagement and whether it met the requirements of a future referendum. SH felt this was a really positive step and confirmed that this would be an acceptable way forward.</p> <p>LB highlighted that NHP referendums have been suspended until 6 May 2021 in line with the <a href="#">Local Government and Police and Crime Commissioner (Coronavirus) (Postponement of Elections and Referendums) (England and Wales) Regulations 2020</a>.</p> <p><b>b. Suggested format:</b> The SG agreed collectively that they did not wish to lose momentum so agreed that the creation of a film / video should now be pursued more vigorously.</p> <p>SW and AW agreed to lead on a sub-working group to support this element of work.</p> <p><b>c. Topics for discussion:</b> Following discussions, the SG felt that many of the ideas endorsed for the face to face community event should be incorporated into the film. As the film needed to be engaging, AW's original suggestion of using drone footage of the village should be used to open the film and showcase Longstock. AW to investigate further with drone contact.</p> <p>LB suggested obtaining historical photographs of Longstock village which could be compared with the same present-day scenes. This could be used to demonstrate how incremental changes which occur overtime go unnoticed and how the NHP could be used to support the 'right' type of change in the 'right' place moving forward. SW advised that local historian Geoff Merritt, lives in Longstock and has lots of images of the village. SW agreed to approach Geoff to see if he would be willing to assist.</p> <p>AF recommended incorporating the original idea of Longstock residents soundbites. SW agreed and suggested collecting soundbites from of all age groups, not just older residents. To limit interaction with more vulnerable residents, AW suggested that these could be collected by coronavirus co-ordinators for each area within the village. SW advised that she could provide a list of names to assist with the process. AF queried how the footage could be collected. AW stated that collecting the footage digitally via tablet or phone cameras and transferred via WhatsApp would probably be the easiest. AW and SW to look to set a suitable deadline for the collection of soundbites.</p>	<p>SW/AW</p> <p>AW</p> <p>SW</p> <p>AW/SW</p>
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	<p>In order to keep the soundbites focussed, the SG discussed collating a list of possible questions to initiate conversation (see attached list). SW recommended that any voice over material should be delivered by someone with a clear and concise speaking voice. SW advised that John Musters would be a really good choice. The SG agreed. SW to approach John to see if he would be willing to assist.</p> <p>AF stated that there would need to be a technical component to the film which explained in simple terms; what an NHP is for, why Longstock have decided to embark on an NHP, the process of how it is achieved and what the benefits of having an NHP could be to residents. AF suggested that for correctness, this element should be left to Plan-et. LB and BH agreed and will complete accordingly.</p> <p>The SG discussed whether there were any suitable public outlets for the film to be displayed continuously, which could assist with reaching residents who weren't on-line. SW suggested Leckford Farm Shop. LB suggested the Peat Spade or in the window of the Village Hall.</p> <p>The SG felt the Leckford Farm Shop would probably be the most accessible venue. BS suggested using funding to provide transport via Joy Rides to take elderly residents to the Farm Shop. SW stated that Joy Rides is no longer in service however, current Covid restrictions may make this option difficult to implement. It was suggested that as an incentive, a voucher for a free tea or coffee in the Farm Shop cafe could be issued to encourage residents to watch the film. LB and BH pointed out that obtaining feedback on the film would be key to ensuring residents understood the messaging. This could be achieved by way of a questionnaire; responses could also contribute to the plan's vision an objectives.</p>	<p>SW</p> <p>LB/BH</p>
8.	<p><b>AOB</b></p> <p>LB advised that a White Paper entitled 'Planning for the Future' has been released by government for comment. The main purpose of the paper is to make recommendations to reform the current planning system. LB highlighted that although this was only a proposal, it could impact on the neighbourhood planning process.</p> <p>BH advised that the White Paper sought to streamline the planning process making it a "significantly simpler, faster and more predictable system". This would be achieved via reforms to the Local Plan and introducing digital technology to the planning process.</p> <p>BH read the following quote from Rt Hon Robert Jenrick MP, Secretary of State for Housing, Communities and Local Government, "Under the new system local communities will be in the driving seat, deciding what is built</p>	

	<p>and where. I want to ensure all communities have a strong voice in this process..”.</p> <p>BH stated that additional neighbourhood plan grant funding had been made available which indicated the government’s commitment to local communities.</p> <p>BH highlighted that should the recommendations in the White Paper come to fruition, having an already adopted NHP could prove extremely beneficial.</p> <p>BH advised that the White Paper is currently out for consultation and that all were encouraged to respond.*</p> <p><i>*AF has also received an email from Locality recommending NHP groups respond to the consultation via the following link;</i></p> <p>Consultation closes on 29<sup>th</sup> Oct 20.  <a href="https://www.gov.uk/government/consultations/planning-for-the-future">https://www.gov.uk/government/consultations/planning-for-the-future</a></p> <p>SW thanked SF for joining the SG.</p> <p>The meeting closed at 8. 40 pm</p>	
<b>DONM</b>	<b>Wednesday 7th October 2020 at 7pm Via Zoom</b>	All

**Potential Sound Bite questions**

1. What was /is it like growing up in Longstock?

2. What drew you to live in Longstock?
3. What's your favourite thing to do in the village?
4. What would you like to change about the village?
5. Do you see yourself living here indefinitely?
6. What do you think has changed in the village?
7. If someone asked you to describe Longstock, what would you say?
8. What changes about the village have been for the better?
9. Where is your favourite place in Longstock?
10. What's your best memory of living here?
11. What 3 words would you use to describe Longstock?
12. What's the best event you have been to in the village?
13. What would you hate to lose in the village?
14. Which is your favourite footpath or walk in the village?
15. For the little ones Draw a picture of your village (Longstock)