Lilbourne

NEIGHBOURHOOD DEVELOPMENT PLAN

Minutes of the Advisory Committee Meeting 18th July 2024

7 present for the meeting

1	**Welcome and Apologies** The Chair welcomed all to the meeting and the advisory committee. Members of the committee present at the meeting: Sue Starling, Paul Starling, Jan Alexander, Tania Laugier, Gill Wells. Clare Valentine (Secretary) and Gary Kirk – Your Locale. Apologies received and accepted for Mark Wells and Ben Berridge.
2	**Declarations of Interest and Code of Conduct** Advisory Committee Members all own land or work in Lilbourne. Registerable Interests and Code of Conduct forms were completed by committee members present.
3	**Approval of the minutes** It was **RESOLVED** to approve the minutes of the 6th of June 2024 as a correct record
4	**Public Participation** No members of the Public Present
5	**Update on funding (CV)** The Secretary confirmed that Lilbourne Parish Council are in receipt of the grant of £10,000.00 from Groundwork UK to fund the Neighbourhood Development Plan.
6	**Update on Technical Support (GK)** AECOM held a meeting to confirm the Technical Support and there will be another meeting via Teams to be arranged, with committee members to help with the Housing Needs Assessment. It has been explained it will be a desktop survey then a visit to the village. Gary Kirk will request a design guide. Locality advise expect to be contacted further. Tech support is in progress.
7	**Update and choose final 3 logos Neighbourhood Logo (PS)** Paul Starling designed several logos which he presented to the group for consideration. After discussion and ideas, it was **RESOLVED** to select a shield design with photos of the village which will be finalised which could be used as a postcard. Thanks to Paul for the design which was well received.
8	**Update & approve the vision statement (TL/JA/PS/SS)** The updated vision statement has been produced. Feedback from GK to include community facilities and employment. Supporting employment development at an appropriate scale. It was suggested it includes shaping farming diversification and preventing large employment development. Although there are not many community facilities the vision statement can include safeguarding and enhancing the community (a policy to protect this area moving forward can be created). The vision Statement can be presented at the open event to get opinions from the public. It was **RESOLVED** to reconvene to review the vision statement.
9	**Update and approval of Questionnaire (GW/MW/ BB)** A questionnaire has been prepared and Gill Wells explained the questionnaire, and the group reviewed the questions and provided feedback and additional questions. The form is designed for those over the age of 16 and we are hoping that the majority of the forms will be completed electronically to allow for automated analysis. Hard copies will be available, and it will be possible to complete the questionnaire electronically at the open event. Gill is working to finalise the form with electronic sign off, to coincide around the timing of the next open event (October).
10/11	**Update on landowners (BB) & on Stakeholders (BB)** Sue Starling provided and update from Ben Berridge who has kindly produced a colour coded map along with a couple of volunteers which shows the land owned withing the boundaries of Lilbourne. This will be used with policies and “call for sites”. Names and addresses of landowners required.
12	**Update on communication means (PS)** Paul Starling has set up a page on the Lilbourne Parish Council website specifically for the Neighbourhood Development Plan containing areas for the supporting documents, planning information and meetings. It was agreed the information needs to be as transparent as possible and it will include the completed vision statement but also some information for the public about what the NDP is and why Lilbourne is creating a NDP.

13	**Update on History of the Parish (JA)** Jan Alexander has produced an excellent book on the history of Lilbourne for the Neighbourhood Development Plan. For the NDP it is to be modified to a couple of pages, but the booklet produced was very interesting and well received. It will be on the website and possibly produced into a book for the village to enjoy. For the NDP a section is needed to describe Lilbourne today, and for the final report it will also draw census data.
14	**Discuss ideas for Open event** The open event is usually 2.5hrs long and display boards around the room for the public to comment. It will have sections on housing and the environment, transport, employment, exercises and maps. Tables with different housing designs. This is the start of the evidence gathering process. Up to 40 photos of the village are required for the open event – to action. It was **RESOLVED** to look at a Saturday morning end of September of start of October in the village hall. Sue Starling to book the village hall. It was suggested for the open event name tags, postcards and personalised pens for the event along with refreshments. Invitations required for every household. Sue Starling manging the actions.
15	**Any other business** None
	Meeting closed at 20:50hrs
16	**Date & time for next meeting** 1900 hrs Thursday 10th October 2024

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Item 7. Agreed design of the Lilbourne Neighbourhood Plan logo