Lilbourne

NEIGHBOURHOOD DEVELOPMENT PLAN

Minutes of the Advisory Committee Meeting 3 Thursday 17th October 2024 7pm

9 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, Gill Wells, Mark Wells, Ben Berridge Clare Valentine (Secretary) and Gary Kirk and John Martin– Your Locale. Member of the public. Apologies received and accepted for Tania Laugier.
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 MW & BB.
3	**Approval of the minutes** It was **RESOLVED** to approve the minutes of the 18th of July 2024 as a correct record.
4	**Public Participation** No comments.
5	**Statement by the Chairman (SS)** Following the behaviour of two people at the open event held on Saturday 5th October 2024, the integrity of the housing site maps was compromised and therefore has been removed from the evidence gathered at the event. There will be plenty of opportunities to gather evidence of this nature during the process of producing the Neighbourhood Plan. Future events will be managed to ensure that no individuals can compromise evidence gathered.
6	**Update on Open event (GK)** GK reported 38 people attended which was a good turn out and lots of engagement. The comments and details recorded fit into the next part of the NDP process. The event is in synergy with the questionnaire. BB was concerned that a true reflection of the population of Lilbourne may not have been captured as a older demographic were mainly in attendance which will not give a true representation of younger people who may wish for more development. 10% was reported to be a good turn out for this type of event and the committee asked what could be done to attract more people to do a survey and attend an event? It was suggested that another area did a pizza night but overall feedback from Your Locale was that there was a good balance, and the purpose of the advisory group is to also consider other peoples views as part of the process.
7	**Update of Questionnaire (GW)** MW presented the results of the questionnaire to the committee for consideration. The Questionnaire received a good number of varied responses (67) The feedback that will be used as part of the NDP consultation. The results of the questionnaire will be published and names redacted on the Lilbourne Parish Council NDP section of the website.
8	**Update on Design codes (SS)** SS/JA spent 2.5 hrs walking around the village with AECOM representative gathering information for the design codes. A table of contents was produced, and the event and questionnaire will help formulate some of the information. SS recommend looking at Naseby Design Statement as a helpful document with good explanation.
9	**Update on expenditure (CV)** The Secretary for the NDP committee (CV – LPC Clerk) provided a financial report on income and expenditure included in the minutes.
10	**Review first draft HNA (GK)** GK reported this data is a desktop study that looks at housing stock in the parish, population profile & trends, information on income levels, floods, housing prices and ability to secure housing in the area, it is a very detailed report around 100 pages long and it is suggested to refer to the executive summary that will accompany the report.

	The consultation appears to show there is an explosion in an older population and in balance a larger number or larger houses (4/5 bed). This would suggest smaller houses maybe needed in the future. BB suggests need for more 2/3 bed houses. Two committee members were concerned that the meeting on 21st August 2024 which was a AECOM introduction meeting, attended by two other Lilbourne NDP Committee members, makes reference to "Lilbourne Advisory Committee". It was requested that any reference to Lilbourne Advisory Committee in the document should be removed as it is a desktop survey, and they do not wish the document to show that the data had been influenced during the telephone call where not all members attended and is a desktop survey, not a survey where information was given by the committee. This call was understood to be a brief and introduction to the HNA, and the meeting was felt it did not engage in a level of detail for AECOM to suggest they had made points in the HNA that referred to the committee. To note all members were invited to attend. On balance, Your Locale advised that that referring to the Lilbourne Advisory Committee is deemed acceptable and part of the HNA process and not irregular. The desktop survey is separate to the event and questionnaire. It was **RESOLVED** for the group to review the HNA and relay any specific queries discussed regarding the reference to "Lilbourne Advisory Committee" for removal, and any data queries/missing data. Action: To report to SS before 26th October 2024. This will be fed back to AECOM. Your Locale consultant to support to see what can/cannot be removed and to seek feedback on the questions raised.
11	**The next steps (GK/JM)** The Committee would benefit from more volunteers to help with the next stage of the process. Two groups to be established. 1. Housing related issues (GK). This will include residential allocation decisions and call for sites 2. Environment Group (JM). GK advised it is possible for the group at this stage to decide if they wish to move the process on and include the calls for sites (purely for development) in the process. This would involve writing to landowners and a letter presented to the Parish Council to make them aware. The group discussed the call for sites and weighed up the pros and cons, but no decision was confirmed. The Environment Group will include matters such as looking at land, flood risks and views and protected views. Biodiversity net gain is also a new area for NDP inclusion, and every new development must measurably improve the biodiversity of a site buy 10%. So, developers have a statutory obligation in improve habitats for wildlife etc... and the group could highlight these areas and include in the plan. **Group 1: PS/GW/BB** **Group 2: JA/TL/SS** MW not able to commit to group at present due work commitments. More help is needed, and this will be reported back to the PC.
12	**Any other business** Community facilities and employment and other topics to be added to the group at a later stage. GK to circulate guidance on the group's requirements CV share Mapping details with JM. High resolution mapping PSGA required.
13	**Date & time for next meeting** GK to attend Group 1 Housing related issues: Meeting 14th November 7-9pm Group 2 Environment JM. A substantial document must be produced for the environment meeting first - JM. Scheduled for Mon 18th November 7-9pm Chairman to book Village Hall for both meetings. Not public meetings.
	Meeting closed at 20:35hrs

Lilbourne Neighbourhood Development Plan

Opening Balances
Lilbourne Parish Council Barclays Bank

Income			
12.07.24	Ground Work UK	NDP Grant	£10,000.00
Expenditure			
28.04.24	Lilbourne Village Hall	Meeting 2 hrs	£ 20.00
06.06.24	Lilbourne Village Hall	Meeting 2 hrs	£20.00
18.07.24	Lilbourne Village Hall	Meeting 2 hrs	£20.00
23.08.24	S. Starling	Pens, Postcards, Invitations and Name badges	£156.53
03.09.24	Yourlocale Ltd	1st Invoice	£1,200.00
11.09.24	S. Starling	Questionnaire print	£28.24
		Total	**£1,424.77**
		Balance	**£8,575.23**

Payments for 30.10.24

14.10.24	Yourlocale Ltd	inv 2 inc. event and tech support	£3,000.00
13.10.24	W. Elliott-Thresher	Event catering	£55.00
07.10.24	S. Starling	Event Wala	£22.50
		Total outstanding	£3,077.50
	Predicted closing balance end Oct 24		***£5,497.73***

17.10.24
C Valentine Clerk & RFO to Lilbourne Parish Council
(Secretary NDP Committee)

Updated at 27.10.24 with vhall invoices. Awaiting invoices for hall hire during October 24