

# Longden Parish Council Neighbourhood Plan Steering Group

Notes of Meeting No 1 – held at Longden Village Hall, 10<sup>th</sup> May 2023

## 1. Present:

Cllr P Carter – Chair, Longden Parish Council (LPC) & member Lyth Hill Advisory Group (LHAG)  
Cllr P Arnold - Chair of Longden Village Action Group (LVAG), member LPC  
C Higgins – Parish Clerk  
A Rosenthal – Lyth Hill Resident's Association (LHRA)  
J Lovegrove – Resident

## 2. Apologies:

E Pierce Jenkins – Resident  
D Morgan – LHRA & LHAG  
Cllr K Lovegrove, LPC

## 3. Introductions:

Those present introduced themselves and their backgrounds and areas of interest in the Neighbourhood Plan (NP). Expressions of interest were noted from those sending apologies.

## 4. Terms of Reference (TOR):

The Parish Clerk outlined the Terms of Reference that had been agreed by the Parish Council. These would be supplied to all those joining or supporting the Steering Group for future reference.

## 5. Roles and responsibilities:

The TOR require the Steering Group to appoint a Chair and a Secretary at their first meeting. As nobody was willing to accept either role these were held open until the next meeting. The Clerk took notes.

## 6. Aims and Objectives;

The group noted the reason the Council wished to prepare a Neighbourhood Plan which is to influence development within the parish and protect valuable green spaces. It was noted that the NP would need to be compliant with the emerging Local Plan but would have legal standing once adopted.

## 7. Budget and Grant Funding:

The group reviewed the Locality Grant application form which had been partially completed by the Clerk. The fund is not currently open for applications but was expected to re-open during 2023/24 with a similar application form. The application form requires further discussion at the next meeting to clarify the likely costs of the plan preparation. It was noted that any grant awarded would need to be spent within the same financial year although it is likely that the plan will take 2+ years to complete. It may therefore be necessary to repay any unspent funds and reapply in following years.

## 8. Awareness raising and recruitment:

It was agreed that the NP should be based on the views of the whole community not just those of the steering group so would require extensive community engagement. P Arnold stated he would

write to all members of the LVAG to make them aware of the NP and invite them to join the Steering Group. It was agreed that the plan would require a wide range of skills and volunteers from outside the Steering Group would be valuable contributors.

- 9. Website & social media:** It was noted that the Parish Council website is difficult to use and may require a review if used for NP engagement. The group recognised the need for an effective social media strategy but did not have the skills within the group to develop or implement one. It was agreed to try to recruit a volunteer to take on this role.
- 10. Flyer:** As an initial action it was agreed to design a poster or flyer to raise awareness of the NP and encourage more volunteers with particular skills. This would be emailed to members of LVAG and LHRA and displayed on the website and noticeboards. It would also be put in the Parish Magazine and possibly be delivered by hand to those parts of the parish not covered by the parish magazine. Community events such as the Classic Car show would be used to raise awareness and increase engagement. A publicity budget will be requested from the Parish Council pending an application for Locality Funding. It was agreed use to the image of the Longden finger post as a basis for the flyer and to approach a graphic designer (Ian Carly) for support with the design.
- 11. Skills Required:** Volunteers are needed with skills in planning; design; communication and social media. There will also be a need for specialist planning consultant support to prepare compliant policies as the plan is developed.
- 12. Grant Application - next steps:** The group needs to assemble all existing data as a starting point and review their relevance. This includes the Adopted Parish Plan, Village Design Statement, a list of important natural sites, (AONBs, Lyth Hill Nature Reserve, SSSIs, TPOs) and the most recent Housing Needs Assessment. This information is required for the grant application. Shropshire Council have a team to support this work.
- 13. Next meeting:** Monday 5<sup>th</sup> June 2023, 7:30pm – at the Tankerville Arms PH if available (or Longden village hall if not). P Arnold to contact landlady.