

Longden Parish Council Neighbourhood Plan Steering Group

Meeting 4 – 7th August 2023 Tankerville Arms, Longden from 7:30pm

Minutes

1. **Present and apologies** – P Arnold, Chair, P Carter, P McDonald, H Kent, J & S Loader, J & K and Jos Lovegrove, E Pierce-Jenkins, R Evans, C Higgins (Secretary)
2. **Minutes of meeting held 3rd July 2023** – Approved (JL / PC)
3. **Draft Action Plan** – CH had circulated a gant chart indicating key stages and timescales. PA reported on awareness raising, inc printing of leaflets and banner which were used at Classic Car Show to start conversations about the issues.
PA provided a copy of the 2017 Parish Plan questions and analysed responses. **CH to scan and share with Steering Group.**
4. **Locality Grant Expression of Interest Form** – CH sought clarity on the responses relating to the ambition of the group. It was agreed to aim for simplicity. R Evans suggested Locality be invited to send someone to talk to the community about developing a Neighbourhood Plan. **CH/EPJ to follow up on request for guidance from Shropshire Council (E West/V Turner) and submit EOI form.**
5. **Questionnaire** – The group discussed the length of the survey and considered splitting it into two parts, the first being a brief survey of approx. 6 open questions (such as those on the back of the leaflet) followed by a comprehensive questionnaire, similar to the Pontesbury questionnaire (PQ). It was agreed instead to design a single questionnaire to check whether the results of the last Parish Plan survey were still valid or to find out if opinions have changed. The group amended the questions on the PQ to make them relevant to Longden and allowed space for free comments to allow for new ideas to come forward. **CH to prepare a draft for approval.**
6. **Agreed Structure** – 20 – 30 questions, divided into sections;
 - a. Introduction / Draft vision statement (based on 2017 Parish Plan Vision)
 - b. General likes/dislikes; (Final question about concerns/changes needed)
 - c. Services/Facilities/Infrastructure; (Existing facilities to be listed)
 - d. Green spaces / Environment
 - e. Community spirit
 - f. Housing (Short intro about allocated numbers and ask how/where they should be delivered; size of developments; mix of housing; affordable / exceptions sites)
 - g. Employment
 - h. Highways/Transport/ Road safety

Responses to be ranked by importance or other measurable value.

Font/layout to be accessible. Map to indicate where respondent lives.

The group agreed to investigate getting the **Community Council** to analyse the results. Surveys to be delivered to all properties, by volunteers in villages, posted to outlying properties. Responses to be returned to collection points, option to arrange collection or by FREEPOST (no envelope to be supplied). Online version to be available. Surveys to be anonymous but option to provide contact details.

Meeting closed at 9:45pm. Next meeting 4th September 2023, 7:30pm Tankerville Arms