

Langham Neighbourhood Plan Group (LNPG)

Meeting 1

Date: Monday June 3rd 2013
Venue: Langham Village Hall, Ruddle Room
Time: 7.30pm – 9.30pm

Present: Harold Dermott, Joy Dermott, Emily Murison, Janet Higgins, Pat Lee, Ronnie Anker, Nicky Anker, Marcus Cole.

Guest speaker: Keith Simpson, Edith Weston NP

Minutes: Emily Murison

1. Talk from/discussion with Keith Simpson of Edith Weston NP

Seek agreement from Council & get the team skills right

- Seek recognition from the Parish Council.
- Need authority to speak on behalf of the village.
- Parish Councillors should be involved in a NP group.
- Need audit trail of evidence.

Edith Weston group:

- 6 people (3 PC members & 3 co-opted).
- Started the NP due to a housing development.
- Mix of skills – project management, finance & planning.
- Main contacts at RCC: David Troy & Brett.
- Maintain regular contact & enthusiasm with RCC & the village.
- Prepare a Sustainability report.
- Consider village history, legislation & what people want (Langham has Iron Age settlements, the brook and Primary school, etc. to consider)

Timescales

- Expect 1year to 18 months & agree timescales.

Agree the geographic area for the NP

- Seek agreement of the geographic area with Langham PC
- Inform RCC & the village of this decision.
- RCC are responsible for managing any objections over 6 weeks (advert in local paper, RCC website, Langham notice boards)
- Edith Weston suggests an open village meeting, updating the village website, village shop and pub.

Objectives

- Agree objectives & tailor the NP to the needs of the village.
- Allows 'village say', influencing: aesthetics, development areas, heritage sites, safety, housing, commercial uses & roads, etc.

Survey

Key points to consider:

- Hand deliver & or web access (Edith Weston's were hand delivered)
- Avoid leading questions
- Read Edith Weston's survey
- Make it anonymous
- Allocate each questionnaire a number and mix up the numbers at delivery stage (to avoid it no longer being anonymous).
- Good idea to ask people to indicate which part of the village they represent i.e. North/South/East/ West.
- Use a team member who has the skills to record the survey results effectively and set up a spreadsheet that can deliver results required.
- 48% of questionnaires were returned in Edith Weston. This was more than expected.
- Provide collection points for the questionnaires (letterbox at the pub, etc).
- Set a deadline for returning questionnaires (3 weeks was given at Edith Weston).
- Send reminders if at all possible.
- Provide the ability to request additional survey forms to be filled in by other family members, etc.. (but be careful of providing room for manipulation).
- Contact the school and involve them (Emily suggested the School Council may wish to participate).
- Offer to collect from households with reduced mobility.
- NB: Test the survey before it goes out!

2. Agreement of key officer roles

- Harold Dermott was voted Chair of LNPG.
- Emily Murison was voted Secretary of LNPG.

LNPG skills & experience:

Harold Dermott

- Project Management.
- Manages his own consultancy business.
- Comfortable delivering projects on time and within budget.
- Likes to work with timescales.

Pat Lee

- Business leadership experience.
- Experienced at conference speaking & delivering training.
- Activist.

- Works well with deadlines.
- Speaks her mind, but happy to go with the general consensus.

Emily Murison

- Full time mum after giving up career 7 years ago.
- Recruitment background. Last worked for 6 years with mobile network operator 3.
- Experience of chairing the school PFA & taking Minutes.
- Activist.

Janet Higgins

- Medic & Academic background.
- Likes plain English, but has the ability to work through more legal speak because of her Magistrate experience.
- Pat highlighted Janet is an excellent networker & is great at spotting anomalies.

Joy Dermott

- Building Society Management background.
- Freelance experience
- Runs her own business, a French Club for primary schools, operating in both Rutland and Surrey.
- Enjoys note taking and has good attention to detail.
- Pat added Joy is good at juggling/multi-tasking & keeping lists. Pat suggested Joy should be responsible for gathering & storing all documents relating to LNPG.

Ronnie Anker

- 30 years of farming experience.
- Land Agent & can interact with land owners.
- Has compulsory purchase experience.
- Access to useful environmental contacts.
- Ability to talk at all levels & well known/liked in the village.
- Access to templates that might help the process (i.e. Sustainability Appraisal).
- Strong MS Excel & Mapping experience.
- Knows the majority of Langham Parish land owners.
- Can help with Habitat assessment.

Nicky Anker

- Lived in Rutland for 25 years and has spent 15 years in Langham.
- Project Management, Programme Co-ordination and Director experience.
- Strong people skills.
- Built and managed a livery yard business.
- Works alongside her husband, providing administrative support.
- Pat commented that Nicky is a reflector & sees the bigger picture.

Marcus Cole

- Retail Management
- Owned & managed his own website design business (design skills).
- IT & Operations Manager (data management skills)
- Chairman of Kimble Close Management Company.

All present agreed to share contact details.

ACTION: Pat to send on the updated Contact Details to the team.

3. Discussion and agreement on members of Steering Group – do we need to try to co-opt any missing skills

- To be discussed.

4. Agree ideal timeline for delivery of plan

- To be discussed.

5. Agree what actions we need to take immediately(what outcome and by whom and by when)

- Set up a website or update the current village website to have a link to a LNPG page?
ACTION: Review at next meeting.
- Survey design.
ACTION: Review at next meeting.

6. Agree frequency of meetings of this group

- Thursdays at 7.30pm – initially every 2 weeks.

7. Agree next meeting date

- Thursday 20th June at 7.30pm (Ruddle room).
ACTION: Emily – to book (Pat said Langham PC will cover cost).

8. Any other issues

- Roles
Chair: Harold Dermott
Secretary: Emily Murison (Minutes & meeting arrangements)
Administration: Joy Dermott (Collation of documents)
Finance: Geoff Creighton (tbc)
IT: Marcus Cole
Internal Comms: Nicky (street level, Langham News, Notice Boards)
Roles still need defining for Ronnie, Pat, Janet & Jenny Creighton.

- Pat has already written off for funding. No sponsorship.
- Harold thanked Janet & Pat for attending CPRE training.
- Uppingham have issued draft plans online to view.
Joy would like to make contact with Uppingham (Ron Simpson)
ACTION: Emily to email Ron Simpson with Joy's details.
- "How to shape where you live: a guide to neighbourhood planning."

This document can be found at:

<http://www.planninghelp.org.uk/resources/publications>

It is the first of three downloadable documents (Pdf download 4MB).

ACTION: All read & comment

- Neighbourhood Plan PowerPoint
ACTION: Pat to email the team

- Edith Weston survey
ACTION: All read

- Edith Weston Sustainability document
ACTION: All read

- Confirm with Langham PC:
 - Funding to cover our costs (room hire, etc.)
 - Vote for this sub-committee to be recognised as the official team dedicated to delivering Langham's Neighbourhood Plan and approve this group.
 - Minutes from LPC meeting to confirm the above.

ACTION: Pat/Janet/Ronnie

Finally, Harold would like to discuss points 3, 4 & 5 of this meeting Agenda in more detail at the next meeting.

NEXT MEETING:

Thursday 20th June, 7.30pm, Ruddle Room, Langham Village Hall.

Langham Neighbourhood Plan Group (LNPG)

Meeting 2

Date: Thursday 4th July 2013
Venue: Village Hall – Ruddle Room
Time: 7.30pm – 9.30pm.

Present: Harold Dermott (Chair), Joy Dermott, Emily Murison (Minutes), Janet Higgins, Pat Lee, Marcus Cole.

1. Welcome

Harold thanked everyone for attending.

2. Apologies

Ronnie Anker
Nicky Anker (involvement on hold for personal reasons)
Geoff Creighton (withdrawn for personal reasons)

3. Agree Minutes of last meeting held on 3rd June

- Minutes will be sent as word attachments by email & actions are shown in red.
- Marcus requested his background description should be updated:
 - .Retail Management.
 - .Owned & Managed his own website design business (design skills).
 - .IT & Operations Manager (data management skills)
 - .Chairman of Kimble Close Management Company.
- **Emily to update**
- **Harold will sign off Minutes.**

4. Report from Langham Parish Council (LPC) councillors on matters relevant to the LNPG at the last LPC meeting

- Feedback from Pat & the PC meeting:
- Unanimous vote of support & recognition of LNPG
- PC would like more information about required financial support from LNPG.
tbc
- PC would like to receive regular reporting from LNPG.
Harold Dermott
- LNPG require a copy of the PC Minutes confirming the above.
Pat to forward Minutes to Harold

5. Following the Group's review of the CPRE document and other relevant information, to hold a structured discussion on the process for delivering the Langham Neighbourhood Plan including, list of tasks, available resources, missing resources and target timings.

- Harold proposed we run LNPG as a business project - identify tasks & create a plan (as set out in CPRE guide - page 27)
- Janet reminded the team, 3 councillors attended CPRE training & 2 are involved in our group.
- Harold asked Joy to present on CPRE Neighbourhood Plan document

Joy presented on a flip chart (shown in blue):

Overview Aspects

Neighbourhood Plan

- What are our issues + / -
- The Vision for Langham 15 years – looking to the future
- Options to achieve vision – consider if this is achievable? What are the alternatives?
- Detailed plan – still only draft
- Consultation draft plan – if don't consult until this stage it will not work.
- Submit plan exam – PC needs to agree. Examiner will only look if it fulfils legal compliance.
- Referendum – proposed to voting age in Langham
- *"The Question: Do you want Rutland County Council to use the neighbourhood plan for Langham to help it decide planning applications in the neighbourhood area?"* Parish buy-in is key to enable the NP to move forward.

Defining geographic Area

- Looking at the Roadmap & CPRE consider:
- Adjacent areas ie. Anaerobic digester
- Page 115: Langham is mentioned – re housing requirements in one of the adjacent areas.
- NB: Can't overlap with Local Authority (Pat said that is why we need to identify our parish area now).
- Because our boundary touches the business park at the old Prison site, we might have to consult Ashwell?
- Choosing the area is key.
- Consider proximity to Rutland Water
- Habitat/conservation
- Identify & consult locals (school, polo, farmers, business, pubs, etc.)
- Parish Council Agrees Area & Makes Area Submission
- Map
- Statement WHY we are doing a Neighbourhood Plan 'opportunity'
- Qualifying body
- Adjacent areas
- Outlying Farms
- Who was consulted/how were they involved in the decision.

Pat asked: "Do we need to keep referring to the LPC? We already have 2 councillors in the team."

Joy & Harold want transparency through the whole process and to keep the PC informed at every stage as we will need LPC approval.

Harold is concerned about resource to perform the tasks; he would like to see Champions in place.

Janet agreed it is right & proper to keep LPC up to speed. She is keen for reporting to include detail on: shape, costing, communication, progress & any big consultations.

Things to be aware of & AVOID:

- Not showing proof of etc....
- Not considering all options properly
- Against National Local Neighbourhood Framework (Local Council Liaison needed)
- Not meet EU/ Human Rights/Legal Requirements (Need someone with this experience in our team)
- Consultation Faulty – statutory consul tees (English Heritage, Highways, Council) Parish Council liaison in place
- Not meeting sustainability requirements (Emily has a contact that might be able to help)

Issues we want to address in Langham (+ / -)

- Review – local plan, look at National Plan, think about roads & by pass issues (Need a Champion)
- Flood areas
- Review village design statement
- Sustainable community strategy
- School (pub, church)
- Photos
- Walk the area
- Community Profile of Langham (£, demographics, census)
- Special Protection areas/ Habitats
- Consult: Community Engagement involve
- Land Availability Assessments
- Get Feedback (ie provision for blind & people who can't read)
- Get Support

NB: GET ANY OF THE ABOVE WRONG OR FORGET & WE RISK NOT RECEIVING APPROVAL

Pat commented upon the matrix structure to process stages.

Harold emphasized the importance of Champions for areas and more resource.

Janet said CPRE advise 25+ people need to get involved. Edith Weston had 5- 7.

Do we need a neighbourhood plan?

YES & here are the reasons why:

- Does RCC Local Plan meet our needs?
 - No (All present agreed with this). Core strategy has been contrary to what the village wants. Core strategy drives the Site Allocations document. This document is constantly being revised, making it difficult for the village to remain informed, ie. Newly highlighted industrial area, shown in the Site Allocations document. Local Plan can't control planning creep & the implications of this.
- Is the Village Design Statement enough?
 - No (All present agree with this). VDS has had a referendum, but it only covers a small nucleus of our parish.
- Why has a neighbourhood plan group formed?
 - Because LPC have asked for one.
- What are the benefits of a neighbourhood plan?
 - It can't protect our parish from change, nor can it protect it, but it can influence change. In particular, there is concern for the peripheral areas of our parish.
- We are a conservation village, but not all of the village is covered and certainly does not extend to our entire parish.

Useful information:

- Janet: "The Parish Briefing". The PC clerk receives a copy & it is displayed on the village notice board.
http://www.rutland.gov.uk/council_and_democracy/councillors_and_democracy/parish_and_town_councils_-_par.aspx
- Janet: Legal Topic Note (NALC) Nov 2012, 80 Members. Conduct and registration of disclosure of interests (England).
All non-PC members must read & disclose any interests.
Marcus will scan & provide a copy to each LNPG member.
- Marcus: Document sharing (Google Drive)
Marcus will email the team access & protocol/rules.

6. Agree targets for each LNPG member for the next meeting TBC

7. Discuss outstanding LNPG roles (e.g. Finance)

Champions

National Planning Framework:	Janet & Pat
Core Strategy:	Janet & Pat
Site Allocations document:	Janet & Pat (& Joe Lee)
Sustainability:	Emily to approach her contact
Finance (funding):	Emily to approach her contact
Compliance:	Joy
Legal (EU/Human Rights):	Harold will ask Ronnie Janet will ask Nick (advice) Emily will ask Ron Simpson (advice)
People:	Emily

Useful contacts:

- Janet suggests: Geonomics Ltd.– Geoff Edge – helped develop Milton Keynes Local Authority.
- Nick Wainwright – strong servant of Langham & supporter of Langham. Must consult and include Nick. Nick can provide information.
- Funding / Grant availability – Pat has started to investigate. Apply online (first come, first served). Need plan & budget. NB: National average for a big village is c.£30k.

Funding options are:

- Financial
 - Financial & People Support
- Pat will forward the web link to Harold.

8. Agree next meeting date

Thursday 1st August at 7.30pm, Langham Village Hall, Ruddle Room.

9. AOB

Next meeting would like to discuss:

- Creating a plan - identifying tasks to hit milestones
- Creating a budget
- Agree a briefing date with new group members
- Discuss Area – put forward the parish boundary & justify the reasons why we have chosen this area. NB: RCC will consult to confirm our area once we propose it.

Langham Neighbourhood Plan Group (LNPG)

Meeting 3

Date: Thursday 1st August 2013
Venue: Village Hall – Ruddle Room
Time 7.30pm – 9.20pm

Present: Harold Dermott (Chair) Joy Dermott, Janet Higgins,
Emily Murison (Minutes), Pat Lee, Marcus Cole
Guests: Peter Duncan (Parish Council)
Kate Hiseman (Sustainability)

1. Welcome

The Chair of Langham Parish Council, Peter Duncan, attended the first 10 minutes of the meeting to express his thanks to Harold for chairing the LNPG meetings. In light of Harold and Joy resigning from the group (due to work commitments), Peter Duncan expressed his wish for more people in the village to be recruited into the LNPG and to confirm the group has the support and backing of the Parish Council.

Remaining LNPG members (Pat Lee, Emily Murison, Marcus Cole and Janet Higgins) all agreed that it would be a good idea to inform Langham about the NP and to ask volunteers from the village to get involved. Ideas were put forward such as using The Langham News and Langham Lookout.

2. Apologies:

We believe Ronnie Anker has decided to withdraw from the team (due to work commitments). This is yet to be confirmed.

3. Agree Minutes of:

- **3rd June meeting** - Harold Dermott signed these Minutes off today
- **4th July meeting** - Harold Dermott signed these Minutes off today

4. Confirm receipt of Langham Parish Council (LPC) Minutes relevant to LNPG for LNPG records

Pat Lee will email Emily Murison with a copy of the approved PC Minutes.

5. Presentation on Sustainability from Kate Hiseman

- Kate has worked in this field for 20 years, mainly with Local Authorities.
- She is experienced in Core Strategies, Site Allocation Plans, Regeneration Plans, Grant Applications, etc.

- She is used to working with communities upwards, thinking about environment & economic aspects of community projects.
- Kate provided an example of her work: Sherwood Sustainability.
 - **Emily will load this to the team shared drive.**
- Kate is keen to involve all aspects of the community – from school water studies to the Village History Group, etc. As well as considering practical elements for the village such as a foot/cycle path to Ashwell for business centre access (employment/leisure).
- Multifunctional land use– wildlife/carbon storage/allotments/recreation (NB look at green corridors/biodiversity & how people move around within this).
- Health, welfare & well-being.
- Look at annual monitoring report criteria.
- Getting school involved to create a mini model of Langham to identify pros & cons of the village.
- Promote renewable energy.
- Cumulative effects.
- Biodiversity has an economic value (opportunity for developers to give back to the village)

6. Discussion of revised LNPG Roles

- Chairman – to be found - TBC**
- Planning (National, Local, Core Strategy, Site Allocations etc) –**
Pat, Janet, Joe
- Sustainability** - Kate Hiseman has agreed to join the team.
- Finance - TBC.**
- Compliance TBC.**
- Legal** Uppingham used DCLG Officers. Harold was not able to contact Ronnie Anker.
- Other?**

7. AOB

Langham Street Market – Monday 26th August

- Book a stall to create interest and encourage involvement. **Emily will contact Val to book this.**
- Team members should make themselves available on the day to take a turn at setting up, hosting & clearing away. **Timings TBC**
- Aim to collect contact details of interested volunteers **Process for this TBC.**
- Stall will include:
 - **Tables - Pat will ask Val if we can use the Village Hall tables**
 - **Display boards – Pat will contact RCC to borrow some**
 - **Kate will create some displays & Marcus can print them**
 - **Pat will provide the large framed Parish map.**
 - **Current VDS examples will be printed (by whom – tbc)**

8. Agree date of next meeting

Next meeting will be on Monday 19th August 7-9pm

Langham Neighbourhood Plan Group

LNPG Minutes

Meeting 4

Date: Thursday 12th September 2013
Venue: Village Hall – Ruddle Room
Time 7.30pm – 9.15pm

Present: Janet Higgins, Emily Murison (Minutes), Pat Lee, Marcus Cole, Kate Hiseman

1. Welcome
2. Apologies – none
3. Approved Minutes - 1st August

Minutes approved by Pat Lee & Janet Higgins 12/9/13.
Team agreed Kate should steer & Emily will guide the meeting until further notice.

4. Notes on Neighbourhood Planning guidelines (Kate)

Monitor guidelines on Consultation process - **Kate will provide updates**
Pat felt it could lead to more support from Rutland County Council.

5. Review & discuss - Langham Street Market 2013

Signatures gathered in support of Langham Neighbourhood Plan	120
Stakeholders (businesses/landowners/property owners)	27
New volunteers for NP team	10
Parish organisations	6

LNPG reviewed the list of new people & discussed the new skills.

Emily confirmed 2 people contacted the LNPG after the event (1 to join the team & 1 to request to be kept informed).

There was surprise at the size of the Parish boundary & the map helped on the day.
Emily will monitor & respond to the NP inbox.

Janet would like to propose:

- ❖ Helen Duckering (Parish Clerk) to be invited to join LNPG.
 - ❖ Terry Manning will support as & when possible.
- Both have Finance experience. **Janet to follow up.**

Emily reminded the team that all marketing material from the street market should be saved to the shared drive. **Marcus to action.**

6. Discuss a time line for the Neighbourhood Plan (NP)

Pat said the team should expect to deliver a NP within 18 – 24 months.

We will aim to complete by October 2015 (agreed by all present).

Project Plan

1. Inform Rutland County Council to commence 6 week public consultation process.
Pat Lee to contact Brett Culpin at RCC. Pat confirmed that this is a legal requirement which is carried out by & funded by RCC.
2. Invite Ron Simpson (Uppingham NP) to discuss Project Plan on 26th or 27th September. **Pat to action.**
3. Invite new starters to 'on board' meeting on 7th November. **Emily to action.**

7. Maps for volunteer use (Janet)

Janet reminded the team about the area allocated to the Langham NP will be the entire Langham Parish up to and including its boundaries.

Janet informed the LNPG that the Village Hall committee will pay for a framed map of the Parish to be hung in the Ruddle Room. This will be a helpful reference point for the LNPG & we are grateful.

8. Update for the PC meeting (Emily)

Janet confirmed LNPG is an item on the PC agenda for 24th Sept and everyone approved the Progress Report Emily will be presenting. **Emily will forward copies to all in the team.** Janet will chair the PC meeting & Pat will introduce Emily to the PC.

9. AOB

- Copy – for Richard
 - Janet provided Emily with a copy of the piece kindly written by Richard Braithwaite for The Rutland Times (5 Sept 2013)
- Copy - for local papers
 - Pat felt we need to be clear about what is appropriate for wider group.
 - Pat said we should use appropriate local media, such as village website, The Langham News and the new Langham Lookout.
 - Pat also said we should only report when key stages have been achieved.
- Ron Simpson – Uppingham
 - LNPG should consider Ron as a Critical Friend, to help initiate the Project Plans.
- Liaison with school
 - Kate Hiseman met briefly with the Head Teacher (Mrs Lord) and mentioned to her she may be invited to a meeting.
- Langham Lookout
 - Marcus is working on the website & fliers will be distributed shortly.
 - Janet reminded Pat, Emily & Marcus to involve key people in the village: Carol (hairdresser) – Emily, Nick Wainwright - Pat
- We all agreed we are not a political group. We will facilitate as a strategic group where there are issues affecting our local environment. ie. Maintaining ancient hedgerows, and other features of the Parish.

10. Agree date of next meeting (with new volunteers):

Next meeting will be on: 26/27th Sept – TBC – Pat will confirm asap

Langham Neighbourhood Plan Group

LNPG Minutes

Meeting 5

Date: Thursday 17th October 2013
Venue: Village Hall – Ruddle Room
Time 7.30pm – 9.30pm

Present: Janet Higgins (JH), Emily Murison (EM - Minutes), Pat Lee (PL), Marcus Cole (MC), Kate Hiseman (KH)
Guest speaker: Ron Simpson, Uppingham (RS)

1. Welcome

2. Apologies

3. Guest speaker: RS

A huge thank you to RS for giving up his time to talk to us, he shared interesting facts about how Uppingham have successfully started to create their unique NP and provided our team with helpful tips. Hard copies of info sheets from RS are saved within the Agenda section of the official LNPG folder. We look forward to RS's next visit on 7th November 2013.

4. Approve Minutes: 12th September 2013

Minutes approved by Councillor JH 17/10/13.

- a. EM provided feedback re emails received.
- b. EM confirmed all new starters have been contacted about the meeting planned for them on 7th November. 6 have confirmed attendance with 1 maybe.
- c. Helen Duckering (Parish Clerk) & Councillor Terry Manning were not able to attend & gave apologies (JH).

5. Neighbourhood Planning guidelines (KH)

6. Rutland County Council - the consultation process (PL).

PL confirmed LNPG has applied for 6 week RCC consultation, ends 19th November 2013.

7. PC meeting – matters arising from 24th Sept (JH/PL)

None.

8. AOB

- a. EM provided an update about Langham Lookout (nearly 60 signed up).
- b. Agenda & Minutes - EM will arrange for these to be available on the Village Website – on-going.
- c. Link to village website with NP info – EM will work with MC & the village website to set this up

- d. Need a copy of constitution (PL)
- e. Working arrangements – we all agreed the need to meet once per month
- f. Neighbourhood Plans Roadmap Guide – All to read by next meeting
- g. Register on DCLG website – boundary map (MC)
- h. PL to create letter to Mr Peter Willows, Government Inspector re: Examination of Site Allocations & Policies Development Plan Document April 2013. Copy of letter received during the writing up of the Minutes (today 30.10.13) & filed in the LNPG folder (Action completed).
- i. PL also dealt with concerns of parishioner Caroline Webb who raised initial concerns about development within the Parish re the Site Allocations document (Action completed).

9. Date of next meeting (with new volunteers): 7th November 2013 at 7pm

Aim of gaining commitment from new members (All)

Prepare a presentation about NP (KH).

Areas we need to identify would be the following: Finance control, Communication strategy, Communication activist, LA specialist, LA Liaison

The meeting will cover what is a NP, set expectations about involvement (meetings once per month and prepared to work in break out groups.

RS will be attending and will need to be involved in discussions.

PL has sent her apologies as she will not be able to attend.

Provisions for the night: EM & JH– drinks, KH & MC – biscuits/crisps. EM will book the room.

Langham Neighbourhood Plan Group

LNPG Minutes

Meeting 6

Date: Thursday 7th November 2013
Venue: Village Hall – Ruddle Room
Time 7.00pm – 9.00pm (7.30pm start)

Present: Janet Higgins (JH), Emily Murison (EM - Minutes), Marcus Cole (MC), Kate Hiseman (KH)
Apologies: Pat Lee (PL), Richard Dilworth, Caroline Webb
Guest: Ron Simpson (RS - Uppingham)
Invitees: Carl & Jean Porter, Robert Broad, Dot & Keith Baker, Ivan Burger, Alex Marshall, Graham Rastrick, Terry Manning

1. Welcome by EM

2. Apologies

3. Introduce RS - Uppingham NP

4. Introduction to NP (EM, KH, JH)

5. Approve Minutes: 17th October 2013 & review actions

(Approved 7/11/13)

6. Date of next meeting – Thursday 12th Dec 7pm (for 7.30pm).

7. AOB

- EM & JL meet 12/11/13 @ 11am – sign off amended Minutes
- Next meeting Objectives:
 - “What do we want to achieve & how do we get there?” (All)
 - Draft a consultation & communication plan by 22nd Nov (KH)
 - Wash-up meeting at JH’s house on 28th Nov at 7.30pm (All)
 - Mini visioning exercise to focus upon the Parish as it is now & how we might envisage it to be in 2026 (KH).
 - Agree on a Community Vision day – set a date (All)
 - Provisionally book Ruddle Room for 2014 – aim for first Thurs of month & provide with team with dates(EM)
 - A second large copy of Parish Map required at next meeting (PL).
 - Post-it notes (KH)
 - Core team arrive at 7pm sharp in preparation for 7.30pm.
 - Email wider NP team to thank them for their attendance to the meeting on 7th Nov & invite them to the next meeting on 12/12/13 (EM).

Langham Neighbourhood Plan Group

LNPG Minutes

Meeting 6a

Date	Thursday 28 th November 2013
Venue	21 Ruddle Way, Langham, LE15 7NZ
Time	7.30pm – 10pm
Present	Janet Higgins (JH), Emily Murison (EM – Minutes), Marcus Cole (MC), Kate Hiseman (KH), Pat Lee (PL)

1. Welcome
2. Apologies – none
3. Approved Minutes - 7th November 2013 *EM forward copy to Langham Website.*
4. Review how the New Starters meeting went (7th November 2013). “What do we want to achieve & how do we get there?”
 - Role of Chairperson will continue to be shared.
 - Business in the parish (involve Alex Marshall & Robert Broad)
 - Edit & design of the NP (involve Rob Broad & Ivan Burger)
 - Transport issues (involve Carl Porter)
 - Village Hall (involve Graham Rastrick)
 - School (involve Mrs Lord & Terry Manning)
 - No Point of Contact to liaise with older generations in the parish
 - Woodland management of Munday's Close - *KH write to PC re: woodland management programme.*
 - Dot & Keith – *find out how would they like to be involved? (ALL)*
 - Land ownership - use EM & JH's contacts
 - Geographical Information Systems (GIS) – use to review data captured.
 - Need OS map licence - *MC will locate grid references, then EM to contact Land Registry to identify landowners).*
 - Strategic Planning (PL).
5. Community Contact Strategy (KH)
 - Contacts List – *MC to create*
 - Facebook & Twitter – *MC to create accounts*
 - Photography/Video – *JH to organise & MC contacts*
 - Survey Monkey – find out if we can use from RCC – *PL (asking Hugh Crouch)*
 - Boundary walk – *informal method to capture people's views/issues. ie. 3 different walks for different mobility levels. Take photos at event.*
 - *Create a paper model of the village – At school JH to speak with Terry Manning*
 - *NB: Include Community Needs analysis within this event (capture quotes)*
 - *Reconnaissance trip (verifying the data captured to support what the parish needs).*
 - *NB: Funding may be required for specialist input & use publically available research data reports to ensure our findings are robust.*
 - *Sustainability appraisal – Impact Analysis (conform to SEA, etc.) with a testing matrix(KH)*
 - *NP Consultation Roadmap – follow up (ALL)*
6. Website piece - live 28/11/13 <http://www.langhaminrutland.co.uk/neighbourhoodplan.htm>
Huge thanks go to Mike Frisby for delivering a professional page with useful links (Minutes, RCC, etc.)

7. Next meeting: Thursday 12th December 2013. Please could PL, EM, JH, MC & KH arrive at 7pm prompt for 7.30pm.

Items to be discussed:

- Mini-visioning exercise with Parish Map & Post Its! (KH & PL)
- Begin identifying key stakeholders & power groups within the Parish (JH) (EM – s/sheet)
- Discuss consultation & communication plan (KH)
- Provide full NP team with a list of NP meeting dates for 2014 (EM).
- Need Vision statement examples from other NPs– EM, PL, JH, KH (PL providing list)
- Bring food - *Mince pies – EM, Cups & drink - PL*

8. AOB - None

Langham Neighbourhood Plan Group

LNPG Minutes

Meeting 7

Date	Thursday 12 th December 2013
Time	7.30pm (NP Core team – arrive 7pm) – 9.15pm
Venue	Ruddle Room, Langham Village Hall
Present	Janet Higgins (JH), Emily Murison (EM – Minutes), Marcus Cole (MC), Kate Hiseman (KH), Pat Lee (PL), Caroline Webb (CW), Carl Porter (CP) & Ivan Burger (IB)
Apologies	Terry Manning (TL), Alex Marshall (AM), Jean Porter (JP), Richard Dilworth (RD),

7.00pm – 7.30pm

1. Core team approved the latest Minutes (28th November)
Sign off & review ongoing actions at next meeting (EM).

7.30pm – 9.15pm

2. Welcomed new volunteers: CW, CP & IB.
3. Received apologies from: TL, AM, JP & RD
4. 2014 meeting dates in Langham Village Hall (Ruddle Room) at 7.30pm on Thursdays: 9th Jan, 13th Feb, 13th March, 10th April, 8th May, 5th June, 3rd July, 7th August, 4th Sept, 2nd Oct, 6th Nov, 4th Dec (EM).
5. Langham website now features Langham NP details. Our thanks to Mike Frisby (EM).
6. RCC Consultation Process is now complete. There were no objections. The name of the neighbourhood area is Langham Parish (PL).
OS Standard Form Contractor Licence to be completed (PL)
7. Consultation & Communication Plan (KH)
 - stakeholder list
 - evidence gathering ideas:
 - i. Langham Place Check (a parish walk)
 - ii. Planning For Real (3D modelling)
 - iii. Community Needs Analysis
 - iv. Reconnaissance trips
 - v. Sustainability Appraisal

Provide CP, CW & IB with access to Google Shared Drive (MC)

JH confirmed there are already key stakeholders involved:

- Langham CE Primary School (Mrs Lord / TM)
- Langham Village History Group - village event tbc (Mike Frisby / JH).
'Landscape History & the unmaking of the English Landscape'
By Dr Robert Jones.

8. Mini-visioning exercise, beginning the identification of key stakeholders & power groups within the Parish – Post Its on the Parish Map! (KH)
Collate information gathered (KH)
9. *Community Vision day – tbc*
10. AOB – None
11. Next Meeting:
 - **Thursday 9th January 2014 @ 7.30pm (Langham Village Hall – Ruddle Room)**