

Lydiard Millicent Neighbourhood Plan Steering Group

Meeting 7th January 2025 – Jubilee Club House, Meadow Springs

Present:

Patrick Cole, Mel Allsop, Mark Claydon-Smith, Tom Rasmussen, Amelia Claydon-Smith, Sherilyn Aitken, Julian Wright, Julie Mills, Paul Kohn, Malcolm Davis, Vernon Montgomery, Colin Mills

Apologies:

Hayley Graham (LMPC Clerk), Giles Francke, Sarah Hill-Wheeler, Ian Hill

Agenda:

- Allocate Team Roles
- Update re Consultants
- Timetable to end of March
- LM and Brinkworth NP Questionnaires
- Grant Funding Application
- AOB

New members updated on December meeting, terms of reference document, proposed consultants, questionnaires. ToR and appointment of consultants on agenda for LMPC meeting 9th January.

Patrick Cole – Chairman

Paul Kohn – Vice Chairman

Mel Allsop – Secretary (supported by Amelia Claydon-Smith)

Treasurer – LMPC Clerk (Hayley Graham)

Proposed Timetable:

21/01	Steering Group to respond to Mel with LM specific items for questionnaire.
29/01	MLP to provide a draft version of the questionnaire
04/02	MLP with Steering Group to agree wording of questionnaire
05/02	MLP to provide final version of the questionnaire for publication on PC website (will include the word version and link to online version). Consultation to run for approx. 4 weeks.
W/C 17/03 or 24/03	Steering Group Meeting for MLP to present the Monitoring and Review Report and results of the community consultation, and to discuss the indicative scope of the Review.
By 31/03	MLP to provide a project plan for remaining stages.

There was discussion around the questionnaire and how to maximise responses. We need to target all demographics, especially young families. Need to let people know that their contributions will count.

Suggestions:

Paper copies to be distributed

Promote in Parish Magazine (deadline 15th January)

Promote on Social Media (LMPC, Sun Inn and school Facebook)

Leaflets at pub, school, parish hall with same messages.

Collection points – pub, school, parish hall, Toomers?, steering group members?

Need to make sure younger families are encouraged to respond as well as older people.

Actions:

Date	Owner	Action	Completed	
08/01/25	Pat C	Contact MLP to ask how they ensure only parish residents reply to on-line submission		
08/01/25	Tom R	Create document from meeting discussion to maximise responses to questionnaire		
08/01/25	All	Consider Brinkworth questionnaire and suggest any changes to personalise to LM		
08/01/25	Mel A	LMPC to agree ToR and appointment of MLP at Council meeting		