MINUTES - MEETING 3.

STRETTON ON DUNSMORE PARISH COUNCIL

NEIGHBOURHOOD PLAN STEERING GROUP.

Date, Time and Location	Tuesday 7th July 2026 at 7.30pm at 1 Church Hill, Stretton on Dunsmore.
Present	Cllr Paul Gordon (PG), Cllr Alan Abbey (AA), Mrs. Carmel Hopkins (CH), Mrs. Faith Matthews (FM), Mr. Jeremy Cox (JC), Mrs. Julia Thompson (JT), and Mrs. Christine Tickle (CT).
Apologies	Cllr Steve Smyth (SS), and Mr. Rob Kennedy (RK).
Chair	Mr. Jeremy Cox
Minute Taker	Cllr Alan Abbey

The Neighbourhood Plan (NP) Steering Group has been established by the Parish Council to research and gather relevant information, and to lead public consultation activities, in order to produce a draft Neighbourhood Plan for submission to Rugby Borough Council (RBC) and ultimately adoption.

The Steering Group is accountable to the Parish Council and must provide regular progress updates. Approval from the Parish Council is required prior to undertaking any public consultations, issuing notices, or incurring expenditure.

Number	Minute	Action
1.	**Introductions & Apologies** Apologies were received from Cllr Steve Smyth, and Mr. Rob Kennedy.	No action
2a.	**Minutes of the Meeting** The minutes of the previous meeting, held on 25th June, were agreed.	No action
2b.	**Actions from the Minutes** No actions were outstanding; all actions have been progressed/completed.	No action
3.	**Communication and Engagement** a. JC summarised the activity which took place at the Village Fete on 4th July, to consult with attending residents and visitors. The material prepared for the event was shared beforehand as file "Stretton NP - Fete materials v3 JC.pdf. The output was summarised and shared in the meeting as file "Stretton NP - Fete materials v4 (results).pdf". Both files will be shared to all WG members by email, with these minutes. 50 people contributed their thoughts during the village fete as captured in the results file. The 4 key themes (see below) are becoming well established: no new topics were suggested outside of those themes. b. For next steps, it was agreed that we need to: • Keep momentum and interest by issuing update in Pendulum and/or on Facebook. • Plan next stage of detailed consultation (on paper), including option for business-specific input if possible. • Distributed that to residences & businesses in the parish. • Outline timetable proposed was By 19th July - share draft questions via email By 24th July - any feedback on draft questions via email By 31st July – finalise and pass to Parish Clerk for printing	

	Additionally, we need to start planning how to distribute to properties during August.	
3 (cont'd)	**ACTIONS** • **AA** to talk to Parish Clerk to obtain data on properties from roll call if possible, then look at plan to distribute questionnaire. • **JC** share example information mentioned in the meeting regarding Rugby town council • **AA** ask Parish Clerk for an example of a similar questionnaire if possible (e.g. Cawston or Clifton on Dunsmore?) • **JC** to liaise with Parish Clerk and agree how to provide an update to members of the public, via Pendulum and/or Facebook (Parish Council or All Things Stretton). • **JC** to draft introduction and background for the questionnaire. • **CT** draft questions for the Amenities theme and share by email to the group. • **FM** draft questions for the Transport theme and share by email to the group. • **PG & CH** draft questions for the Development theme and share by email to the group. • **AA** draft questions for the Green Spaces theme and share by email to the group. • **PG** create a list of businesses within the parish we should invite to provide input.	30/07/2026 13/07/2026 11/07/2026 18/07/2026 19/07/2026 19/07/2026 19/07/2026 19/07/2026 19/07/2026 24/07/2026
4.	**Project Plan** Time was not available in the meeting for discussion of the outline timing plan (Stretton on Dunsmore NP WG - DRAFT project plan v0.1.pdf). However, the key timing for the next phase was agreed, as outlined above. Further stages of the process can be considered in future meetings.	Next mtg.
5.	**Date and Location of Next Meeting** Thursday 30th July, location tbc. Key topics for discussion will be to agree final version of questionnaire ready for printing, and to start discussing delivery plan once printed.	No Action

STRETTON ON DUNSMORE PARISH COUNCIL

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