MINUTES - MEETING 4.

STRETTON ON DUNSMORE PARISH COUNCIL

NEIGHBOURHOOD PLAN STEERING GROUP.

Date, Time and Location	Thursday 30th July 2026 7.30pm in Stretton on Dunsmore Village Hall.
Present	Cllr Paul Gordon (PG), Cllr Alan Abbey (AA), Mrs. Carmel Hopkins (CH), Mrs. Faith Matthews (FM), Mr. Jeremy Cox (JC), Mr. Rob Kennedy (RK), and Mrs. Christine Tickle (CT).
Apologies	Cllr Steve Smyth (SS), and Mrs. Julia Thompson (JT)
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 Mrs. Julia Thompson.	No action
2a.	**Minutes of the Meeting** The minutes of the previous meeting, held on 7th July, 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. Using draft questions on each topic, provided by relevant Steering Group members, JC had produced a draft of the consultation questionnaire which will be sent to all properties in area covered by the plan. This was reviewed and discussed in detail. Various changes were agreed, the key ones being as follows: • Extend document size to 2 sheets A3, allowing around one page of A4 per question set. • Add a “topic 5” on Infrastructure (e.g. drainage, roads, phone signal, broadband …). • Consider the scoring methods required to generate useful data (consider how data will be analysed). • Various detail changes to the text and content. • The delivery plan was also discussed: based on the draft area by area breakdown suggested by AA, members of the Steering Group have volunteered for specific areas, so a plan for delivery to all required properties is now in place • Target completion date for the returned questionnaire is tbc depending on printing timescale – target is mid-Sept (Mon 14th?).	

b. For next steps, it was agreed to:
   - Finalise the content proposed for the final questionnaire – to be done JC plus responsible person for each section/topic.
   - Issue to printers to get printed copy, aiming for return from printers around mid-August. Delivery can then commence.

3 (cont'd)

ACTIONS

- **JC** create updated draft questionnaire based on discussions. — 02/08/2026
- **JC plus responsible person** review revised sections of revised draft to agree and finalise. — 05/08/2026
- **JC** to issue to printers when ready. — 10/08/2026
- **Estimated date for return from printers** — **17/08/2026**
- **All** to deliver to properties, based on agreed list below (note – AA can share detailed address list for each area; some care needed as not all properties are in our area e.g. in Burnthurst Lane, London Road, and Frankton Lane). — 24/08/2026

Zone	Number of addresses	Who to do?
Frankton Lane	2	AA
School Lane	63	AA
Burnthurst Lane	17	CH
Rugby Lane	37	CH
Roberts Close & Squires Road (& any in Squires Cross?)	40	CT
Hill Crescent & Croft Close	50	CT
Upper part of Brookside, & Kaysbrook	28	FM
Plott Lane & Orchard Way	49	HS
Manor Drive & village centre	39	JC
Church Hill	25	JC
Meadow Close	35	JT
Fosse Way	40	JT
London Road & Edgeway Gardens	51	PG
Knob Hill & The Paddocks	29	RK

4. **Project Plan**

The outline timing plan (Stretton on Dunsmore NP WG - DRAFT project plan v0.1.pdf) was briefly discussed. Overall, progress is good and the group remains on plan, or close to. It was agreed that the next meeting will take place during the questionnaire completion process, and can focus on the next stages of the plan (e.g. required contents of the final document, who/how/when to draft those contents, and associated topics). — Next mtg.

5. **Date and Location of Next Meeting**

Monday 24th August at 19:30, venue tbc (possibly Wolf House, 1 Church Hill)

Key topic for discussion will be overall project plan, and planning/preparation for next tasks when the questionnaires are completed and returned. — No Action

STRETTON ON DUNSMORE PARISH COUNCIL

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