MINUTES - MEETING 5.

STRETTON ON DUNSMORE PARISH COUNCIL

NEIGHBOURHOOD PLAN STEERING GROUP.

Date, Time and Location	Monday 24th August 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 30th 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. The activity to deliver questionnaire forms to households has progressed well – nearly all have been delivered. PG has a small number to complete on London Road. CH took some spare copies to complete delivery to Treetops on Oxford Road (A423). On Squires Cross, CT has delivered 8 copies to newly occupied households. JC reported that over 30 online replies have been received, and more than 20 paper replies. Reminders will be issued soon on All Things Stretton Facebook page, and in the Pendulum issue due to be delivered shortly. It was suggested that members could continue to remind other groups they may attend, such as the Coffee Stop & church – this is a background activity. b. Preparation & progress to date for data analysis was then discussed. Online submissions are automatically processed by the Google Forms tool. For completed paper copies, data is being entered by hand as forms are being received. It is intended to continue gathering data until around mid-September, then work will start in more detail on assessing the output and	

	conclusions (this is in part due to the impact of holidays and people being away, and in part to allow overlap with and inclusion of the expected output from the traffic survey being completed in September). JC shared an initial draft of the output via the WhatsApp group, but permissions need to be modified to allow people to access it. **ACTIONS** • **JC** modify permissions to allow others to access the shared draft data • **All** review and feedback to JC on content/format etc.	04/09/2026 30/09/2026
4.	**Project Plan** The next stage of the project plan was discussed, focussing on the development of the draft final report/document. Due to his knowledge of the 2012 Parish Plan, PG has started creating an updated draft, and it was agreed that he will continue to do so – various elements of the text and photographs need updating to reflect changes since 2012. The format and section heading shave been taken from review of: - our 2012 Parish Plan - our Village Design Statement - sample Neighbourhood Plan documents found online It was agreed the MS Word is the preferred editing tool, since all group members can access documents in that format; the final format will need to be pdf for passing to printers when ready. Two next steps were agreed: 1. PG will circulate a draft for comment before the next meeting (which will then focus on feedback, and development of that draft). 2. We should seek to engage with RBC once we have a draft which is substantially complete and worth discussion: that is likely to be mid/late October, the plan can be finalised at the next meeting. **ACTIONS** • **PG** create and share the draft document • **All** review and feedback to PG on content/format etc.	30/09/2026 09/10/2026
5.	**Date and Location of Next Meeting** Tuesday 13th October 2026 in the Village Hall (AA to check availability and book if possible). Key topics for discussion will be: 1. return of completed questionnaires and data produced as a result 2. output from the traffic survey to be completed in September 3. review of the draft Neighbourhood Plan document shared by PG. 4. agree plan to arrange meeting with RBC to review progress/document so far.	04/09/2026

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