

Houghton Neighbourhood Plan (HNP) working group

Minutes of meeting held Monday 16 October 2017

1. Present
Alan Young (AY)
Lyn Adams (LA)
Bob Marshall (BM)
Bev Barker (BB)
Sue Otten (SO)
2. AY reported that he has discussed the traffic survey briefly with Andrew Gibson. Andrew Gibson will establish the costs involved and report back to AY.
3. It was decided that the green spaces in the village as identified by the Village Design Statement will be marked on the map that is to be included in the village survey. A full list defining that spaces will be available to the villagers upon request.
4. AY confirmed that Graham Smith has said TVBC can arrange for the survey to be professionally presented and printed. BM and AY will visit him once the final draft is available. It was agreed that this would not be possible until the public consultation process has been completed.
There was some discussion around the numbers of survey sheets that would be required. It was agreed to ask for 250 so that anyone wishing to complete a survey has the opportunity to do so.
5. The group finalised the arrangements for the presence at the village coffee morning.
6. There was no other business
7. Date and time of next meeting: TBC

Houghton Parish Local Development Plan
Steering Group meeting
Agenda for Monday 16 October 2017

1. Present
2. Apologies
3. Housing survey
4. Traffic survey
5. Village map
6. Questionnaire
7. Village coffee morning
8. AOB
9. Date and time of next meeting

Houghton Neighbourhood Plan (HNP) working group

Minutes of meeting held Tuesday 10 October 2017

1. Present

Alan Young (AY)
Lyn Adams (LA)
Bob Marshall (BM)
Bev Barker (BB)
Sue Otten (SO)
Jane Windebank, Housing Development Manager, TVBC
Mags Wylie, Rural Housing Enabler, HARAH

2. AY introduced the members of the working group to JW and MW and thanked them for attending the meeting.

AY also welcomed Bev Barker as a new member of the working group

3. LA explained the Process Chart: this will be updated as progress is made

4. Minutes of the previous meeting were agreed.

5. Matter arising

a. Housing survey: it was proposed that the group uses Action Hampshire as independent housing surveyors led by JW and MW. A questionnaire will be issued to each household, the results analysed and report produced. This would be undertaken between February and May 2018. JW will discuss this plan with Houghton PCC. The group was advised to leave the existing housing questions in the village survey.

b. Traffic survey: AY will chase Andrew Gibson for costs and timings

c. Village map: Graham Smith at TVBC will arrange for alterations to the map as required. AY/BM to liaise.

6. Survey

Previous alterations were agreed.

JW suggested wording changes to a housing question and these were agreed.

It was agreed that public consultation for all aspects of the survey will be covered by the planned presentation at the village coffee morning in October. Once it is available, the final draft will be sent to Graham Smith (Head of Planning, TVBC) and to Houghton PCC for ratification.

It was established that there is help available at TVBC for layout/presentation of the survey.

LA offered to research methods of ensuring all households are captured ie availability of electoral roll etc.

7. Public consultation

- a. Posters around the village – LA will disseminate
- b. Village coffee morning – all group members to attend if possible
- c. Friday evenings through October at the Boot

8. It is hoped to distribute the village survey early January 2018. MW has said she will plan to undertake the housing survey in February 2018 with a report delivered by May 2018.

9. BM reported on a meeting he had attended on Neighbourhood Development Plans led by CPRE. He will circulate formal notes separately but the salient points are:

To give the final report credibility, professional advice should be obtained wherever possible eg planning, environmentalist, policy writer.

It was also suggested any professional advice should, wherever possible, come from outwith TVBC to avoid conflicts of interest. Any report or policy must be seen to be based on evidence.

10. There was no other business

11. Date and time of next meeting: Mon 16 October 2017 at AY house

Houghton Parish Local Development Plan

Steering Group meeting

Agenda for Tuesday 10 October 2017

1. Present
2. Apologies
3. Welcome to Jane Windibank, TVBC + mags 'HURA'
4. Minutes of the previous meeting
5. Matters arising
 - a. Housing survey
 - b. Traffic survey
 - c. Village map
 - d. Additional group member
6. Questionnaire
 - a. V4 review / discussion
 - b. Print contact at TVBC
 - c. Distribution and collection: list of village properties
7. Public consultation programme for October / November 2017
8. Feedback from CPRE meeting – Bob
9. AOB
10. Date and time of next meeting

Houghton Neighbourhood Plan (HNP) working group

Minutes of meeting held Tuesday 12 September 2017

1. Present

Alan Young (AY)

Lyn Adams (LA)

Bob Marshall (BM)

Sue Otten (SO)

2. Minutes of the previous meeting were agreed

3. Matters arising:

Housing survey: It has been established that the Group is unable to utilise all or part of the TVBC housing survey to use for the HNP.

Hampshire Rural Housing Enabler run and organise two types of housing survey (both funded by TVBC): one looking solely at affordable housing and the second gives a housing market survey. It was agreed that AY would d/w Jane Windibank at TVBC and ask her to organise the full survey for the Parish.

Action: AY to speak to Jane Windibank

Traffic survey: this matter is still with Andrew Gibson

AY is still trying to obtain a map of the village from the group that undertook the Village Design Plan. AY will chase Tom Graham and also ask Ingrid Burt. He will also ask Jane Windibank if TVBC have a map that the Group could use.

Action: AY

Post meeting note: AY has spoken to TG who has said he will supply the map.

AY reported that he has approached two Parish members to ask they would be interested in joining the Group: Alastair Cox and Bev Barker. Alastair did show interest but has not followed up the contact – AY has offered to contact him again. Bev Barker has confirmed she would like to join the Group. It was agreed to send her copies of minutes, draft survey and poster. AY will pass her the TVBC Toolkit folder. SO will add her to the circulation list.

4. LA fed back from the Cuckfield NDP. It was agreed to adopt the format of the Process Sheet for this Group. It was also felt that some of the questions regarding public and green spaces were relevant to this Parish and so will be added to the survey.

5. HPCC meeting: it has been established that this Group is not able to be given a float for miscellaneous expenditure. The only way this would be possible is to open a separate bank account which was felt to be unnecessary by those present. It was decided to invoice HPCC/TVBC as and when accounts are owed. If, in the future, this proves to be unworkable, the Group will revisit opening a bank account.
6. BM is keen that the Group has credibility when the final report is drawn up. To this end it was agreed that any specialist input would be found by co-opting professionals as and when required eg statisticians, planning consultants etc.
7. Coffee morning: this is confirmed for October. All members of the Group will attend to consult with parishioners. It was agreed that on display should be:
 - a. A map of the Parish
 - b. Each of the sections of the survey
 - c. A suggestion book
8. AY has offered to speak to Jane Windibank for a contact / process for printing the survey once it is finalised.
Action AY
9. BM will attend a CPRE meeting to be held in October: subject Neighbourhood Development Plans.
10. AY reported that Jane Windibank is keen to attend one of the Group's meetings and to attend the coffee morning at the Village Hall. AY will ensure she has the relevant dates.
Action: AY
11. Date and time of next meeting: Tues 10 October 4.00pm at Ashley House.

Houghton Neighbourhood Plan (HNP) working group

Minutes of meeting held Monday 22 August 2017

1. Present

Alan Young (AY)
Lyn Adams (LA)
Sue Otten (SO)

2. Apologies – Bob Marshall (BM)

3. Poster

It was agreed to adopt the 'Help' poster option. A few changes to the layout were suggested and LA has offered to laminate the posters so they can be disseminated around the village.

4. Those present reviewed v2 of the survey. Following discussion, all went through the document, made changes and suggestions and SO will rewrite and circulate a third version for discussion at the next meeting. It is hoped this will be the version that will be further informed by suggestions and ideas made by Parishioners at the various consultative sessions that are planned.

5. The coffee morning at the Village Hall has been confirmed for Sat 21 October. SO suggested a 'presence' at The Boot on all Fridays in October. This would give additional opportunity for Parishioners to discuss the NDP and to offer suggestions or ideas for the survey.
At both the coffee morning and The Boot sessions it was felt that posters, a draft survey, a suggestion book and maps for the village would be required.

6. It was suggested that each house should be sent a poster to ensure everyone is aware of the NDP and of the consultative sessions. SO will ask the postman if he is able to deliver these.
Post meeting note: SO asked Steve who informed her that he is unable to deliver the posters as it would, in effect, be defrauding Royal Mail as no payment would be made for the job.

7. In preparation for delivery/collection of the survey sheets AY and LA agreed to draw up a spreadsheet of each property in the Parish to ensure everyone is accounted for.

8. AOB:

Andrew Gibson will inform AY of a price for undertaking a traffic survey
The poster is to go to Lucy Gosse asap after the meeting for insertion into the next issue of the Parish Magazine.

Houghton Parish Local Development Plan
Steering Group meeting
Agenda for Tuesday 22 August 2017

1. Present
2. Apologies
3. Questionnaire
 - a. V2 review / discussion
 - b. discussion re layout / printing
4. AOB
5. Date and time of next meeting

