

**Neighbourhood Development Plan (NDP) Steering Group**  
**MINUTES**  
**Monday 23 September 2019**

- 32. Attendance:** Cllr Addison (KA), Ivan Royle (IR), Janet Pettitt (JP), Jon Cotterell (JC), Sally Courcoux (SC), Claudia Peace (CP)
- 33. Public Attendance:** The Parish Clerk (Gail Foster) was not joined by any members of the public.
- 34. Welcome and introduction:**
- 34.1. KA welcomed those present.
- 35. Apologies for absence:**
- 35.1. None.
- 36. Points from the floor:**
- 36.1. None raised.
- 37. Declarations of Interests:**
- 37.1. No changes were declared.
- 38. To approve the minutes of the last meeting:**
- 38.1. Proposed KA and seconded JP that the minutes be accepted.
- 39. To review outstanding items from the action list from the prior month:**
- 39.1. Members were asked to give summaries of their actions in turn. KA had prepared the generic letter that could be used for multiple types of stakeholder.
- 39.2. Some residents had been approached to help with publicising the NDP on Social Media. It had been discussed that a lot of young people could already be reached by the Pump email system. Further investigation would be made. **Action: KA**
- 39.3. Two consultants had been asked to present to the Steering Group.
- 39.4. TVBC had been requested to provide some maps of the Parish, but so far due to illness of the planning officer none had been obtained. This would be followed up and settlement areas and conservation areas would be required. **Action: Clerk.**
- 39.5. JC had reviewed the questionnaire format. It had been extremely difficult to move into Word due to the question boxes. It was suggested that Action Hampshire may be able to help. They would be contacted and asked if there was an easier way to print the questions. **Action: JC.**
- 39.6. JP had contacted local businesses who had all been happy to host a box for collection of the Questionnaire. The cost of the boxes was extremely reasonable and JP would purchase eight boxes and give the receipt to the Clerk for Parish Council approval. **Action: JP & Clerk.**
- 39.7. IR reported that the business stakeholders list had been revised and saved to the Dropbox. It had been incorporated into the Communications Strategy document. See minute no. 44.
- 39.8. The Clerk confirmed that the definition of a "Green Space" had been added to the Questionnaire and that the Planning Officer at TVBC had been asked regarding the airfield being a Green Space. Other amendments to the questionnaire had been made.
- 39.9. The grant application had been progressed as far as possible, but feedback from the questionnaire was required in order to complete the form. This would be placed on hold.
- 40. To receive an update on a Social Media volunteer**

40.1. See minute no. 39.2.

**41. To receive a report on the recent Grant Application for NDP funding.**

41.1. It was agreed that members would review this as soon as feedback had been received from the questionnaires. However as the £1,000.00 grant had been received from TVBC, there were already funds available for the printing costs. **Action: Clerk / KA.**

**42. To receive reports from the Working Groups:**

- 42.1. The **Green Spaces** working group had met the previous week and started overlaying the Conservation Area on the map and identifying as many other areas as possible and noting the grid references in an Excel Spreadsheet which was available in the Dropbox folder. Sarah Hughes had been asked for advice how to handle the Airfield and Danebury Hillfort.
- 42.2. A member of The Wallop Brook Farmers Group would be invited to the next meeting on 4<sup>th</sup> November.
- 42.3. The **History** working group had gathered a lot of material and were in need of advice from the NDP consultants on how this would best be presented in the Document Plan. All Grade II listed buildings (and above) had been catalogued.
- 42.4. The **Questionnaire** working group had issues with Google Forms and how it was formatted on paper. The wording would be copied into Excel to see if that would help. **Action: Clerk.**
- 42.5. A response from the TVBC planning officer was needed by Wednesday and any suggestions would be taken on board before preparing final version to circulate to Steering Group and to the Parish Council for their consideration at the October meeting.
- 42.6. The **Distribution** working group had received a list of 404 houses in the Parish from TVBC which was being checked against other lists that had already been compiled by other village organisations. JP had split the list into areas and would print these and allocate to delivery volunteers. SC would assist JP. **Action: JP & SC.**
- 42.7. A final list for locations for the questionnaire return boxes would be drawn up. **Action: JP & SC.**
- 42.8. The Steering Group noted that there was no issue with regards to GDPR as no personal data had been recorded in these lists and none was being taken as part of the survey. Only addresses and postcodes had been documented and that information would be anonymised when feedback was collated.

**43. To review and accept the final Questionnaire wording.**

- 43.1. Question 31 would be re-worded as per JC's suggestion. **Action: JC/Clerk.**
- 43.2. Members discussed how many paper questionnaires would be required and it was felt that 450 would be needed. Quotations for printing would be obtained and forwarded to the Clerk by 7<sup>th</sup> October in order the Parish Council could approve at the next meeting. **Action: KA & SC.**
- 43.3. Printing would need to be completed by 20<sup>th</sup> October in order that delivery could take place during the last week of October in order to coincide with delivery of the Parish Magazine.
- 43.4. An article would be placed in the November Parish Magazine asking residents to complete and return the questionnaire. This would need to be sent to OWPCC by 15<sup>th</sup> October. **Action: KA.**

**44. To receive the revised Business Stakeholders List:** IR had updated the list on dropbox.

- 44.1. A few extra companies were identified and these would be added. Members accepted that the list would then be completed. **Action: IR.**
- 44.2. **To receive the draft Stakeholder Communication Governing Document:** IR had handed out the draft at the meeting and explained the contents. Members felt that the local Primary School and Test Valley school should be included but no other schools would need to be informed.
- 44.3. The description "Service Providers" would be replaced with "Utilities". **Action: IR.**
- 44.4. "Statutory Undertakers" were agreed to mean TVBC and Hampshire County Council.

- 44.5. The document would be reviewed in greater detail by all of the Steering Group and comments submitted back to KA & IR cc: the Clerk during the next month. **Action: ALL.**
- 45. To approve the draft letter for communication with Stakeholders:** IR & KA had sent round the draft letter and it was **Resolved:** Unanimously that the draft letter was acceptable.
- 45.1. The format would be presented to the Parish Council at the next meeting. **Action: KA**
- 45.2.** An attractive eye-catching logo for Nether Wallop had been designed by a resident and several options were discussed for writing to go beneath. IR would create a letter head mock up. **Action: IR.**
- 46. To decide on the communication process:** Developers had not yet approached the Parish Council or Steering Group. It was felt this was likely to happen after the questionnaire had been sent out.
- 46.1. It was agreed that TVBC and Wiltshire Council and neighbouring Parishes would be sent the communication letter once the letter head had been drafted. **Action: Clerk.**
- 46.2. It was questioned how non-resident landowners would be contacted. A rough map would be filled in showing known landowners' property and those landowners would be asked if they had the contact details of any owners of adjacent land. **Action: IR**
- 46.3. A company based in Sherfield English was reported to own some land and property. Contact details would be sought. **Action: JC.**
- 46.4. Any land left unidentified would be reported to HCC who may be able to assist with obtaining information from the Land Registry. **Action: Clerk.**
- 47. To receive a presentation from external consultants**
- 47.1. Two consultants had been booked to present to the Steering Group and anyone else who was interested 2<sup>nd</sup> October at Karen's house. Costed proposals would be requested in advance of the meetings. **Action: KA**
- 48. Any other business:**
- 48.1. None reported.
- 49. Date of next monthly meeting: Monday 28<sup>th</sup> October 2019 at 7.00pm in the Village Hall.**

**Signed as a true and accurate record of the meeting**

**by Chairman** .....

**Date** .....