

## **Houghton Neighbourhood Plan (HNP) working group**

### **Minutes of meeting held Tuesday 28 November 2017**

1. Present  
Alan Young (AY)  
Lyn Adams (LA)  
Bev Barker (BB)  
Sue Otten (SO)
2. Apologies  
Bob Marshall (BM)
3. AY gave a review of the meeting that he and BM had had with Graham Smith (GS), Head of Planning Policy at TVBC.
  - a. BM updated GS re the traffic and housing surveys planned.
  - b. GS thinks it is a good idea for the working group to have a 'Critical Friend' with regard to guidance through the process and the application. BM has two contacts (Salisbury and Surrey). It was felt that a more local Friend might be more convenient and less expensive?
  - c. Andrew Pilley will liaise with the PCC clerk with regard to payments / funding
  - d. GS informed AY and BM that the village has 7.5 hrs of mapping available from TVBC
  - e. GS suggested it would be prudent to finish the Village Design Statement asap. AY has since discussed this with Tom Graham.
  - f. AY asked GS for an opinion re covering biodiversity in the survey – no action required
  - g. GS said the group should ensure the MUST topics are covered in the report, and should fit with any national and local policies and guidance.
4. Those present then used the spreadsheet provided by LA to 'divide' the village for dissemination of the surveys.  
LA will amend the spreadsheet to show who is delivering to whom, and to allow for notes re collection.  
A flyer will be drawn up by BB to issue with the survey for anyone who is absent when visited. This will explain where to leave the completed survey and offer a point of contact for any queries.
5. LA will send a message via the village email, giving notice the survey is on its way.
6. Plastic boxes for completed surveys will be left at The Boot (AY to confirm OK with Anthea) and in the Church porch.

7. The surveys will be put round the village w/c 8 January 2018 and will be collected or returned by end of w/c 22 January 2018.
8. There was no other business
9. Date and time of next meeting: TBC