

AWBRIDGE NDP WORKING GROUP
NOTE OF MEETING ON MONDAY 6 JUNE 2022

Attendees: [REDACTED]

Apologies for absence: [REDACTED]

Note of meeting on 9 May 2022: No corrections were proposed to the meeting note. Identified actions had been completed. DC had circulated the first draft of some text summarising background information about the community, which would be discussed later in the meeting. Sharon Brentnall had sent options for the work that she might undertake on our behalf, with costings, and these had been circulated. DC had received confirmation from Grahame Jackson, the chairman of the Parish Council, that the Council would be willing to cover any costs of Sharon's work before grant funding had been obtained, up to a maximum of £500 in total, and supported by appropriate invoices.

Discussion of items with which we would like help from Sharon Brentnall: From the options that Sharon Brentnall had suggested, the chairman identified those which he and DC thought would be worth pursuing, and after discussion, the Working Group agreed that these should be adopted. They are identified by green highlight in the appendix to this note, together with a further topic ("Design Guide / Principles / Codes") which we would like to discuss further with Sharon – we think some work on this may be needed but perhaps not as much as she has proposed.

DC would write to Sharon to convey our thoughts, and to ask her to proceed on that basis. He would also ask for her assistance in completing a grant application to support her consultancy

Action DC

It was agreed also that we should adopt Sharon's recommendation that we make an annual subscription to Parish Online (£100 p.a.), and GP would write to the Parish Clerk about this.

Action GP

In the course of discussion, parking for school traffic was highlighted as a particular problem, especially when large vehicles approached the final bend before the school on Danes Road. It was suggested that consideration be given to a pull-in bay for such vehicles, and agreed that PW would explore this further.

Action PW

Discussion of draft text on background information about parish prepared by DC: DC briefly introduced the document that he had prepared, and invited members to send him any corrections and suggestions for addition or amendment. It was noted that Andover should be added to the list of the nearest larger conurbations.

Action All members

Any other business: GP tabled hard copies of a bullet point list that he had prepared of points for consideration in relation to housing and development. He would let DC have an electronic copy that could be circulated to all members of the Working Group, to be used in future discussions.

Action GP and DC

Date of next meeting

The next meeting will be in the Committee Room of the Village Hall on Monday July 11 at 7.45 pm, when we will be joined by Sharon Brentnall.

Appendix

- Grant funding bids – this needs to be funded by the parish as Locality (see below) does not help with this – we normally budget 2-3 hours of assistance
- Parish surveys and questionnaires – following on from your original survey to update matters. I would make this more focused upon a few matters which are of most importance. This will become the basis of your Vision and Objectives in addition to your parish profile and other matters that are regularly raised in Parish meetings. We can help you with the format of questions, setting up online Survey Monkey and any publicity required. The budget would depend on the level of assistance you may require.
- Vision & Objectives development – to work with you on producing a format which would be acceptable to an Examiner and TVBC. I would suggest that we undertake a meeting to propose these and then refine accordingly before undertaking public consultation to agree these. I would budget 0.5 to 1 day for the work.

Evidence Base Documents

There are a variety of different document which you may or may not need depending on content of the Plan.

- Character Appraisal (can also include heritage assessments) – this is the basis for all design and character policies as well as infill, settlement boundary, important vegetation, open space and heritage. We would undertake a walking workshop for at least 1 day with you to go through the template and get all the local information. I would budget 6 days for this and any later updates
- Design Guide / Principles / Codes – this is where you set out how you would like development to look. The work can be added onto the character appraisal and would likely be a further 2 days.
- Local Green Space Assessment – this follows the specific NPPF methodology for designating these spaces (not to be confused with open land between settlements). We can provide you with the template or undertake the work with your input. A template approach without our involvement would require 0.5 days to create the template and a further 0.5 days to review your work. Otherwise I would say a budget of 3 days for us to complete it for you with your input to approve each site (also subject to public consultation).
- Viewpoint Analysis – we would work with you to identify important views and then undertake any analysis of these to highlight which they are worthy of designation. – budget 2 days
- Footpath/ Rights of Way Surveys – I understand this has been undertaken
- Parking Surveys – useful where there are problems around schools etc and can be undertaken by the parish

- Business Surveys – we can assist with any questionnaires or online surveys. Budget would depend on nature and number of questions.
- Housing Needs Assessment – I understand this has been undertaken
- Landscape Assessment – we can cover some of this work in the Character Appraisal, but we would recommend a separate assessment if you were allocating housing sites

Drafting the Policies

- Drafting the initial Neighbourhood Plan policies. This is undertaken in part at the same time as the evidence base at a high level and then more detailed later on. We provide a framework for you to start considering topics and elements you may wish to include. You would then go out to the parish for consultation at an informal level and draft more detail after consultation. I would budget 3-5 days (the upper limit includes consultation)

Consultation events

- Public consultation can take on various forms and we can assist in whichever way you prefer for each element.

Meetings and General Support

- We would advise one meeting per month (including travel and preparation) and then additional time for answering emails and anything related to the general process of plan making, in addition to liaison with TVBC.