

Neighbourhood Development Plan (NDP) Steering Group

MINUTES

Monday 22 July 2019

1. **Attendance:** Cllr Addison (KA), Ivan Royle (IR), Janet Pettitt (JP), Karin Blandford (KB), Claudia Peace (CP)
2. **Public:** There were 2 members of the public and the Parish Clerk (GF).
3. **Welcome and introduction:** KA welcomed those present and explained that the Steering group had been set up as a sub-committee of the Parish Council and would act in an advisory capacity only. Decisions relating to the NDP would be made at Full Council meetings. The Parish Council would handle any applications for grants in their name.
4. **Election of Chairman:** Proposed: IR, Seconded: JP, **Resolved:** that Karen Addison be elected Chairman.
5. **Election of Vice-Chair:** Proposed: KA, Seconded: KB, **Resolved:** that Ivan Royle be elected Vice-Chair.
6. **Apologies for absence** – Gareth Jones had sent his apologies but it was noted that he was still keen to be involved in the project.
7. **Points from the floor** – Cllr Souter (ES) advised he was attending the meeting as a member of the public and not as a member of the Steering Group. ES further explained that The Parish Council intended that it would be Parishioners that developed the NDP and hoped all residents would take the opportunity to be involved. The Parish Council would oversee purely in order to ensure compliance with legislation and for transparency of finances.
8. **Declarations of Interests:** Members were handed the relevant forms which would be returned to the Parish Clerk.
9. **Review of Community Communication and engagement strategy.** A draft strategy has been distributed prior to the meeting which would be reviewed and members would send comments to KA latest Thursday 22nd August. **Action: ALL**
10. **Review of Steering Group Constitution and terms of reference.** Members accepted that the document would govern how and when to hold meetings. A few amendments would be made and the final draft distributed. **Action: ES**
11. **Review of Stakeholders:** A formal list would be collated for review at the next meeting. **Action: IR.**
12. **To agree the Communication process with Stakeholders:** It was agreed to defer the suggestion of which people to approach the stakeholders until the list is known. The it would be added to the August meeting agenda. **Action: Clerk.**
13. **To review and approve the Project plan:** A Timeline and project had not yet been drawn up, but members were keen to start the process. Members would approach any contacts with project management experience. **Action: All**
14. **Reports from Working Groups**
 - 14.1. Green Spaces WG was reported on by CP

14.1.1. A meeting had taken place on 11th July. Notes from the meeting would be added into the shared Dropbox that had been set up for the project. The WG had intended to divide the parish into 5 areas and each member of the WG would work on one. Spaces that were thought to be important would be mapped. Work was ongoing and data being gathered.

14.1.2. The definition of a “Green Space” in the context of the plan would be written with guidance from Sarah Hughes at TVBC and then circulated. **Action: CP**

14.2. History and Background WG was reported on by IR.

14.2.1. Currently under investigation were the differing areas of the Parish and how to zone them, existing protections of land and buildings and heritage assets and identification of rights of way. The WG would look at the areas that the Green space team were using and decide whether their split would be appropriate.

14.2.2. Once data had been gathered a format for writing would be agreed and the task of writing would start probably towards the end of the year.

14.3. Distribution.

14.3.1. JP agreed to help with the organisation of distribution of the questionnaire to every single person in the Parish. Key people in the village would be asked to see if they were willing to help and a list would be formed. **Action: JP**

15. To receive a copy of the Draft Questionnaire and decide on action to be taken.

15.1. A draft Questionnaire had been produced by reviewing NDP survey questionnaires produced by several Parishes locally. It had been felt that Goodworth Clatford and Tytherly had similar aims to those of Nether Wallop Parish.

15.2. Copies of the draft were handed round and it was agreed that PDF copies would be forwarded to each working party lead, who would then forward to their groups for comment. **Action: All.**

15.3. Responses would then be collated by and forwarded back to the Clerk. **Action: IR, CP, KA.**

15.4. A copy would be sent to Sarah Hughes at TVBC for her review. **Action: Clerk.**

15.5. A discussion ensued on whether confidential information should be requested and it was agreed that there was a need to ensure that results were not distorted by multiple questionnaires being filled in by any party with an interest in the results. Households would be asked to fill in 1 questionnaire, but would be allowed to request an additional copy if there were differences of opinion between occupants.

16. To consideration of how the NDP will be financed.

16.1. Costs were likely to be incurred in Publicising, Printing the questionnaire, Environmental surveys, Consultancy fees, and for admin work done by the Clerk.

16.2. A grant for £1,000 had been applied for by the Parish Council already.

16.3. TVBC would be approached for a grant. **Action: Clerk.**

16.4. All funds obtained by the Parish Council would be ringfenced for the project.

17. Date of next monthly meeting: Monday 26th August 2019 at 7.00pm in the Village Hall.

Signed as a true and accurate record of the meeting

by Chairman

Date