# NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP (NDPSG)

FINAL Minutes of the NDPSG at 5.30 pm 19th February 2026

The Old Malthouse, Upper Clatford, Hampshire

**Attendees**
Cllr Charles Crosthwaite Eyre, Chair, (CCE)
Cllr Richard Bennett, Vice Chair (RB)
Cllr Robert Hawkins (RHk)
Cllr Richard Hydes (RH)
David Nicholson (most part)
Fiona Lewis (FL)

**Apologies**
Hollie Folkard Tapp (HFT)
Cllr Peter Heslop, (PH) (Observer)

| Minute Ref | Item/Motion |
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| 26/001 | Meeting commenced<br>CCE welcomed everyone and opened the meeting at 5:30pm |
| 26/002 | GDPR<br>FL requested that the meeting be recorded for the purposes of minute taking. All participants agreed unanimously |
| 26/003 | Previous minutes<br>The minutes of the previous meeting held on 19th February were acknowledged as received and read by all on the steering group. No recommendations for changes were made, and the minutes were approved. |
| 26/004 | Flow diagram and Timeline<br>*Flow diagram*<br>No changes to Flow diagram<br>*Timeline*<br>CCE has booked the village hall for Friday 6th March (6pm set up, meeting 7-8pm, clear up and close 8.30pm and Saturday 7th March (1.30pm set up, drop-in 2-3pm, clear up and close 3.30pm) |
| 26/005 | Governance and authorisations.<br>A draft Terms of Refence has been sent to the Parish Clerk and the UCPC chair for formal approval at the next PC meeting.<br>**ACTION: CCE to confirm approval granted** |
| 26/006 | A formal authorisation letter has been drafted by CCE and sent to the UCPC Parish Clerk for UCPC Chair to sign for submission to TVBC.<br>**ACTION: CCE to confirm this authorisation letter has been submitted to TVBC** |
| 26/007 | Housing Needs Survey (HNS)<br>CCE has drafted a formal request for a HNS to be undertaken by TVBC, this has been sent to the UCPC Parish Clerk for submission to TVBC.<br>**ACTION: CCE to confirm that TVBC have acknowledged this formal request.** |

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| 26/008 | <u>Document Review and Document Management</u><br>*Changes to Policy text*<br>**Policy UC3 Housing mix**<br>David Nicholson has provided amendments to Policy UC3 Housing mix and to the chapter.<br>**Policy**<br>RB expressed concern that the wording over emphasised 2-3 bedroom housing to the exclusion of larger family dwellings.<br>According to the Strategic Housing Market Assessment SHMA the requirement for the area is 28% for 4+ bedroom houses 41% for for 3 bedroom houses and 26% for 2 bedroom houses.<br>RB requested that the policy text "to meet local needs will be supported" should be suffixed with "Subject to conditions".<br>**Chapter**<br>The slant towards emphasis on smaller housing also affect paragraph 5.8 which focuses more on Table 2 (SMHA data) and less on Table 1 (NPPF data).<br>The SG decided to wait for the results of the new HNS before finalising paragraph 5.8 and the policy paragraph itself.<br>Paragraph 5.12 requires a reference to "this represents 8% of the overall stock in the parish of Upper Clatford; the bulk of this provision is social rented". The 8% having been sourced from the 2021 census.<br>DN will provide draft questions to include in the questionnaire.<br>RB to supply DN (and the SG) with the communication sent to TVBC on this matter, and to draft a conditions statement for the updated NDP.<br>FL to amend the Policy UC3 Housing Mix with "subject to conditions".<br>The SG discussed the retention of restrictions on Permitted Development Rights (PDR).<br>RB noted that in the new NPPF section DM62C seemed to suggest that exceptions to PDR were only accepted on very specific grounds.<br>The SG decided to leave the PDR restrictions in the draft and allow the examiner to determine validity. |
| 26/008a | *The Vineyard – new policy*<br>**Policy UCx Land south of Red Rice Road, Upper Clatford**<br>David Nicholson provided text for the new policy and chapter "Policy UCx Land south of Red Rice Road, Upper Clatford"<br>This will form a new UC3 (with all subsequent policy numbers to be adjusted accordingly). |
| 26/008b | *Statistics*<br>CCE has located the missing supporting evidence "NDP Feedback document (residents' survey)" and added back into the website. |
| 26/008c | *Chapter 9 Delivering The Neighbourhood Development Plan*<br>DN advised that TVBC will reference all the items listed in Community Actions therefore a careful review of all items listed is required. |

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| 26/008 | **ACTIONS:**<br>**DN – to draft questions on Housing Mix for the questionnaire.**<br>**RB – to draft conditions statement**<br>**CCE/RB – to review Chapter 9**<br>**RB - to supply DN (and the SG) with the communication sent to TVBC on the "approval" of Red Rice Road.**<br>**RB - to draft a conditions statement for the updated NDP.**<br>**FL - to amend the Policy UC3 Housing Mix with "subject to conditions".**<br>**FL – to add new "Policy UCx Land south of Red Rice Road, Upper Clatford" to draft document, and update all policy numbers that follow**<br>**FL – to add reference to 2021 Census in Policy UC3 Housing Mix paragraph 5.12** |
| 26/009 | Document Review and Status<br>**ACTION: many actions for all reviewers following from last meeting not discussed and still believed to be outstanding**<br>**List of reviewing actions shown at the end of these minutes (for more detail refer to the minutes of 19th February.** |
| 26/010 | Local Green Spaces (LGS)<br>It was agreed that the typographical error in the Made NDP should be rectified in the revised NDP. LGS 4 is 12 ha.<br><br>CCE has previously discussed with the landowners of new Local Green Space "north", and they have agreed in principle that the land to the north of Church Lane should be incorporated.<br>However the landowner of the land to the "south" of Church Lane has indicated that he would contest the allocation. It was noted that the land is already a SINC, and that the land has covenants on it from the previous owner.<br>It was agreed that there was no appetite for a litigious situation to develop (even though it was felt that the land fitted the description of Local Green Space in 4 of the 5 criteria; furthermore the protection of a SINC and covenants were felt to be sufficient protection at this time.<br>CCE to email the land owner.<br><br>*Heritage Sites*<br>No further changes.<br><br>**ACTIONS:**<br>**FL - to update LGS 4 to 12 ha in the draft revised NDP**<br>**CCE - to email the landowner, with information about Local Green Spaces and outlining that the SG will not pursue allocation of LGS at this time, as it was felt the SINC and covenants were sufficient.**<br>**CCE – to update plans and text in the draft NDP** |
| 26/011 | Chalk Pit<br>Chalk Pit is now included in the Revised NDP. |

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| 26/012 | <u>SINCs</u><br>*Church Meadows*<br>HFT asked if anyone had access to the original Church Meadow SINCs planning application.<br>RB found a copy and forwarded it to her.<br><br>*Noise/Tranquillity*<br>CCE/RHk/HFT all stressed that tranquillity is part of the character of the village. We should therefore add a question to the HNS about the importance of tranquillity to the parishioners.<br><br>*Grey belt land*<br>HFT again stressed the importance of the coming regulation change regarding grey belt land. It was felt that LGS designation could be more important than SINCs<br><br>**ACTION**<br>**HFT to draft a question for HNS**<br>**HFT not available at this meeting to follow up on the above** |
| 26/013 | <u>Timeline</u><br>Now covered under 26/004 |
| 25/014 | <u>Community Consultation</u><br>*Questionnaires*<br>1. HNS, has been received from TVBC.<br>2. NDP Questionnaire, To be ready for next week for printing by TVBC<br>SG will arrange distribution of both questionnaires.<br><br>*Communication to parishioners*<br>Banners and posters have been placed throughout the village, and an announcement made on the village facebook page.<br><br>TVBC has supplied drafts of their communication and notices for SG to review and acceptance.<br><br>CCE distributed a draft tri-fold pamphlet, at the time of the meeting we were still waiting to hear from TVBC if they could print. (Post meeting - note TVPC cannot print this).<br><br>*Distribution of questionnaires*<br>PH has drafted a note for parishioners who reside in the conservation area explaining what it is. It was suggested to make this notification more engaging and encouraging.<br><br>CCE proposed that we use the database of addressees used for the original NDP and ask a team of volunteers in the Parish to manually distribute the questionnaire packs. Once each distributor has completed their round they will email to confirm completion of task. It was mentioned that due to the number of volunteers obtained last time this task was not onerous. It was therefore recommended that we obtain as many volunteers as possible<br><br>**ACTIONS**<br>**CCE – to respond to TVBC regarding their draft communication and notices**<br>**FL – to update the conservation area note**<br>**FL - contact Rubber Stamp to obtain a quote for printing the tri-fold pamphlet.**<br>**All – questionnaire need to be ready w/c 23rd February**<br>**CCE – to contact same Parishioners that performed distribution for original NDP to see if they will assist again** |

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| 26/015 | <u>Website</u><br>CCE to add a new section to the UCPC website regarding the NDP review and add start adding minutes for public consumption.<br>**ACTION: CCE – update the UCPC website and add minutes to it.** |
| 26/016 | <u>Questionnaire</u><br>This is required by TVBC w/c 23rd February for printing the following week.<br>*Section 1*<br>It was agreed that new updated plans are required.<br>The SG agreed to format the questionnaire on the basis that the Red Rice Road development proposal is accepted, focusing on the planning factors to be addressed.<br>*Section 3*<br>Requires an introduction.<br>Question was raised about it's title specifically the reference to "small scale employment"<br>*Section 4*<br>Required revision<br><br>**ACTION – RB, CCE and FL to meet next week to finalise the questionnaire** |
| 26/016 | <u>Slides</u><br>CCE presented the slides prepared for the public meeting 6th March.<br>It was agreed to universally refer to the "Made" NDP as the 2021 NDP.<br>Reference to Claire Jenkins to be altered to Lisa Kerr.<br>Slide 3 to be replaces with a description of the NDP.<br>Slide 9 – remove "Normal Process" and just focus of the "Current Process"<br>Slide 12 – Accept allocation, but list conditions<br>Slide 16 – Remove LGS South<br>Throughout check and correct spelling of SHEELA.<br>**Action: CCE/RB - to revise** |
| 26/016 | <u>Budget</u><br>No change. |
| 26/017 | <u>Next meeting and important dates</u><br><br>Monday at 4pm RB/CCE/FL to revise questionnaire.<br><br>The date of the next full SG meeting will be polled via WhatsApp and emailed when finalised.<br><br>Next important dates:<br>**February**<br>• w/c 23rd Feb – confirm **TVBC covering letter, the HNS, the Useful Information and the HNS event flyer**<br>• w/c 23rd Feb – NDPSG Finalise **NDP questionnaire**, Insert regarding **Conservation Area** and **UCPC Covering Letter**<br>**March**<br>• w/c 2nd March 2026 – NDPSG to provide documents for TVBC approval and printing<br>• Friday 6Th March 2026 – Public meeting, 7pm (6pm set up)<br>• Saturday 7th March 2026 – drop in session 2-3pm<br><br>See email for full list of important dates.<br>**ACTIONS –**<br>**FL – to email SG with full list of important dates.** |

**Initial review of document amends:**

**Reviewing Actions**

**CCE** near 1.6 – footnote reference to update
**CCE** 1.9-1-16
**CCE** 1.17
**CCE** 1.18
**CCE** 2.3
**RB** 2.10
**HFT** 2.13 (chap 8 also)
**CCE** 5.4
**RB** Plan 3
**CCE** 5.6
**CCE** Table 1
**CCE** 5.9
**CCE** 5.12
**CCE** 6.7
**RB** Plan 4
**CCE** 7.1-7.7
**RB** Plan 11
**HFT** 8.35 (chap 2 also)
**HFT** 8.41
**CCE** Appendix A
**CCE** Area 3 plan
**CCE** Area 5