**Draft Minutes of the CVNP Steering Group Meeting held on 10.11.14**

**Present:** Richard Eastment, Wendy Makepeace-Brown, Tina Collins, Gary Whiteside, Judy Johnson, Val Hall for ZCRA and Face-IT, and members of the public

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| **Item 1** | **Apologies** | None |
| **Item 2** | **Minutes of the last meeting** | Agreed |
|  | **As this was an open meeting it was agreed that we introduce ourselves and update the public on our progress so far** | The Core Group welcomed everyone, summarised the purpose of the NP, and fielded questions. WMB emphasised our ‘duty to co-operate’ with national directives and neighbouring districts. This led to questions about CIL monies.  **Action: JJ** to ask Carol Leversha about what is identified for the Parish under S106.  **WMB** to consult on CIL monies  Questions were asked about Knights Close development and a potential for the developer to gain access to adjoining land for future development  **Urgent Action: WMB** to ask Cllr Jackson to request a ‘ransom strip’ to protect KC from subsequent expansion |
| **Item 3** | **Consultancy update** | WMB advised that as Towns Alive have gone into liquidation, having followed correct protocols we are now working with Plan-et. A meeting with Plan-et consultant Liz Bourne has been convened with the Core Group for Thurs 20th Nov  **Action: RE** to contact Plan-et regarding the work schedule he sent to them |
| **Item 4** | **Update on progress with NP Action Plan & Position Statement** | As part of the consultative process we discussed how best to engage with potential developers.  **Action: WMB** to ask Daryl Phillips for advice  **Action: RE** to ask Liz Bourne for advice  The lead coordinators for each section of the NP gave updates on progress:  **Employment:** RE has reviewed this for other Parishes and believes this will be a small component of our plan. We discussed whether Grove Farm has the capacity to release land for more light industrial units as we should try to increase employment opportunities in line with increased housing.  **Transport:** Face-It would like examples of ways future traffic flow/ transport issues can be mitigated in the Parish  **ACTION: RE** to forward exemplars from other districts to  TGT and JJ  **Education:** TC has reviewed progress in other NPs  **Environment:** No further progress.  **Action: WMB** to discuss and agree consultancy role with RH  **Leisure and Well-Being:** JJ has summarised the Parish Survey and drafted a further questionnaire to provide more detailed feedback. She is nearly ready to write the report  **Housing:** There has been no progress yet on this complex area  **Action: Core Group** to consult with Plan-et regarding identifying sites  **Health:** No-one yet identified to lead on this.  **Action: WMB** to contact ZCRA as Val Hall thinks Mandy will take on this role for the SG  **Village Centre and Retail:** No progress made yet. The limited nature of retail and focal point suggests this will be a small part of the NP. Members of the public suggested any new development should be mindful to create a ‘focal point’ such as a community facility, shop, pub or surgery. NB: This has worked well at Elvetham Heath with the focal point provided by a play area, community hall, supermarket and church |
| **Item 5** | **AOB** | RE has drafted a consultancy work schedule up to the end of this year Cllr Jackson has requested the schedule of SG meetings for next year she can publish this on CBVPC website  **Action: Core Group** to diarise these at next meeting and notify DJ. The regular meeting day will be 2nd Monday each month  Cllr Jackson has suggested the SG use Twitter and FBk to publicise activities. We agreed to call this The Crookham Village Neighbourhood Plan Facebook / Twitter Page  **Action: WMB** to set these up  **Treasurer’ Report** There has been no further spending since last meeting.  We agreed to format all future agendas to include as standard: Apologies, Minutes, Treasurer’s report, Progress on Action Plan/ Coordinator reports, and for RE to circulate the approved minutes  **Action: JJ/ RE**  The meeting closed at 9.30 pm |