NDP Review Steering Group

Meeting 2nd December 2025 18:30

Attendees:	CCE – Charles Crosthwaite Eyre PH – Peter Heslop RB – Richard Bennett RHa – Rob Hawkins RHy – Richard Hyde HFT – Hollie Folkard Tapp FL – Fiona Lewis

GDPR

- For the record, **FTL** advised that the meeting would be recorded using Jamie.ai. All participants agreed.

Executive Summary

- **Review deadline: second Monday of January** (≈12 Jan) for all team members to complete individual NDP document edits; questionnaire to be finalized by end of January for Test Valley printing; final NDP completion target July 2026 to avoid restart risk if new local plan is approved.
- **Parish council approved** housing needs survey and NDP review; formal authorization letter drafted by CCE for UCPC meeting on Wed 10th Dec , so that Karen can then submit to TVBC; terms of reference for Steering Group (no sub-committees) to be presented; team will also be requesting £2k contingency budget pending April grant applications.
- **Potential policy changes identified:** allocate housing development area (perhaps named "The Vineyard") without changing settlement boundary per TVBC guidance; strengthen noise/pollution language for Rock Recycling/Clay Pigeon Shooting concerns or other employment concerns; extend Local Green Space designation pending landowner consultation (Jerry Dawson, Fishing Cottage and Old Rectory); clarify desired employment types (quiet, creative) vs. undesired (noisy, industrial).
- **Questionnaire strategy:** Microsoft Forms online + paper copies printed by TVBC in envelopes with address labels to all households (SG will have to identify a distribution party); questions will only cover new policy changes and new project ideas (not covering previous NDP questions); housing needs survey has 3 parts (Part 1, 18 questions, for residents to complete on demographics and basic housing status and needs (15 mins to complete, Parts 2 Landowners with property for development and Section 3 – residents wishing to identify new housing requirements (downsizing, children etc). Both surveys have the option for online entry or hardcopy returns. TVBC will make all hard copy data entries for HNS, SG enters hard copy questionnaire responses.

- **Document management:** shared OneDrive Excel revision tracker with fill-in fields and drop-downs (minor/material/substantial/no change) + individual Word docs in review mode for each team member's assigned sections; lead editors complete first, sub-leads review after; **FTL** maintains hard-drive backups periodically; consolidation will merge tracked changes from all versions.

Minutes

NDP Review Process

- **CCE** presented a flow diagram clarifying roles and how changes flow through the system.
- Text with no changes or minor corrections passes straight through without policy impact assessment
- Changes requiring policy impact will go through TVBC review of the combined draft
- Team develops a questionnaire to only gather evidence for policy changes
- Questionnaire findings will generate an Evidence report which is combined with HNS data from TVBC
- Revised draft will be reviewed by TVBC and then goes through Regulation 14 (PC Referendum), Regulation 16 (TVBC led Referendum) and then External Examination
- Substantial Changes with consequential new policy, require all three stages; others require only Reg 14 and Reg 16
- Process concludes with updated “Made” NDP

Governance & Authorizations

- Parish council voted last week to proceed with both the housing needs survey and neighbourhood plan review.
- **CCE** will draft formal letter for Karen to prepare with Peter's signature for approval at next parish council meeting.
- Letter will be sent by Karen with last month's minutes containing the voting record.
- Terms of reference will be extracted (**CCE**) from guidance, adapted to Word, and presented to parish council at next meeting
- **CCE** suggested keeping structure as one Steering Group rather than creating sub-committees
- No chairman, secretary, treasurer, or working group heads will be appointed

Document Management System

Setup & Structure

- Shared Excel spreadsheet on OneDrive contains Tabs for each UC Policy area with list of paragraphs for review with checklist columns tracking changes.
- Individual current NDP as a Word document prepared for each team member in review mode to automatically track changes. Each person has their own labelled version (e.g., RHy, HFT, CCE) to edit only their assigned sections
- When consolidated, SG will review, discuss conflicting versions and agree wording
- All documents are online on OneDrive and automatically save, reviewers should not save a copy to their PC, instead they should work on the Word document and the Excel spreadsheet on-line.
- **HFT** advised keeping hard copy backups due to OneDrive vulnerability
- **FTL** will create hard drive backups periodically

Editing Process & Workflow

- Editors identify changes by paragraph in Excel spreadsheet, note rationale, then edit document text with tracked changes
- Spreadsheet serves as master tracking document showing all proposed changes
- Where lead and sub-lead roles exist, lead person edits first, then sub-lead reviews and either accepts or suggests edits to avoid conflicting changes
- Team members can communicate via WhatsApp, email, phone, or meet in person to discuss changes
- Recommended that when reviewing, immediately make changes in the relevant Paragraphs of your “Made” NDP Word

Possible Policy Areas Identified for Significant Change

Development Allocation & Settlement Boundary

- Team will allocate space for housing development but will not change the settlement boundary per Test Valley guidance
- Changing Settlement Boundary at this stage risks that if development doesn't proceed, speculators could claim land for development
- Allocated area could be named "The Vineyard" as that is the actual current use

Local Green Space & Environmental Protection

- Team to consider extending Local Green Space designation, subject to landowner engagement and agreement
- Must consult with landowners first: Gerry Dawson, Fishing Cottage and The Old Rectory
- Criteria includes visual importance, historic significance, local character, wildlife value, and tranquillity. Questionnaire will ask village residents to rate these five criteria for proposed green spaces
- If community strongly supports extension (e.g., 95%), team will return to landowners to confirm willingness
- SINCs in specific locations need careful mapping
- One SINC is near Old Rectory at bottom below the church
- SINCs extend from PillhillBrook junction to Anton boundary
- Chalk Pit. Need to present PC Plan at Parish Meeting. Refer to Chalk Pit Working group.
- Leisure – possibility of including expanded or improved leisure facilities for different age groups.

Noise, Pollution & Environmental Quality

- Team wants to strengthen NDP language around noise and industrial pollution concerns, particularly regarding Rock Recycling operations and Clay Pigeon Shooting.
- TVBC confirmed team can strengthen language regarding noise, dust, and industrial pollution
- Emphasis on positives e.g. village is a quiet, tranquil place rather than negative restrictions
- Could create new employment or environmental policy to set positive parameters for desired industry types
- **RHa** to review Rock's HCC planning application to see specific commitments made about use and expansion

Employment & Business Development

- In the NDP questionnaire, 22% of survey respondents wanted more businesses, 33% didn't want more, 44% unsure
- SG should carefully word questionnaire to define desired industry types (quiet, creative, artisanal) versus undesired types (mechanical, dirty noisy)
- Grateley Business Park successfully attracted dog groomers, artists, and crafty people by being clear about preferred tenant types
- Better to identify preferred industries rather than negative exclusions
- Employment policy may need strengthening to clarify desired business characteristics

Bury Hill Meadows

- Identify new TVBC green space - add to the relevant plan

Community Consultation Strategy

Housing Needs Survey

- Survey has three parts with very different completion rates; can be completed as a hard copy of online
- Part 1: 17-18 straightforward questions, will cover every resident, takes about 15 minutes
- Part 2: Questions for those with land to offer for development; very few respondents expected
- Part 3: Questions for those households wishing to downsize or move
- TVBC will handle all hard-line data entries for HNS
- TVBC will explain survey structure at public meeting and walk participants through it to encourage participation

UCPC NPD Questionnaire development and distribution

- Questionnaire will focus on areas with policy changes and new concepts only, not questions already answered in previous NDP. TVBC stated questions should be about changes, not repeating previous work
- Only need evidence for policies being introduced or significantly modified
- Will use Microsoft Forms for the online questionnaire (free platform) with responses being collected digital entry or paper copy
- Distribution will use TVBC's HNS envelope
- TVBC will print both surveys and SG's questionnaire and include in envelopes addressed to every household
- SG will arrange party for distribution to every household
- Estimated 40-60 paper responses would take approximately 1.5-3 hours for three people to enter. We will have small team to enter hard copy questionnaire responses
- Consider sending out pre-emptive email to existing data base to confirm they still live in village and update contact information

Engagement & Communication

- All promotion and parish communications will include QR code and link. Advertising via Banner (3), email (NDP Data base), Parish Web site and Parish Facebook.
- **CCE/FTL** will prepare this material
- Questionnaire should only take 10 to 15 minutes to encourage participation

Timeline & Milestones

- **CCE** will redo timeline document to show exact dates with month-by-month spread and milestones
- Overall target deadline: July next year to avoid plan drifting until new Local Plan is approved
- If timeline slips significantly, entire process may need to restart due to regulatory changes
- Key regulatory requirement: six-week gap needed for each Reg 14, 16 and Examination
- First milestone: complete reviews by Monday 12 January including draft edits to personal NDP documents
- Second milestone: complete draft questionnaire and edit consolidation by end January. Questionnaire should be ready to send to Test Valley by end of January for printing
- Third milestone: 1st Public meeting to explain background, process and importance of surveys in second half of January

Housing Development Design & Housing Needs Relationship

- HNS focuses on quantity (how many houses, what size, type), not design or quality
- NDP and Village Design Statement contains detailed guidance about property types, hedging, boundaries, and design characteristics
- SG may wish to add preferred characteristics (community space, parks, access, etc.) for new Allocated Development area
- **CCE** to seek clarification from TVBC: How does HNS relate to design of new allocated development; on design, how is this covered in NDP and HNS questionnaire

Lessons from Previous NDP Process

- Last time process was very successful with key to success being communication and engagement from steering committee
- Plan has provided a mandate and information base for parish council decisions
- This time is different: not rewriting whole plan, just tweaking and strengthening where things have changed
- Can rely on old evidence for items already addressed
- Questions should focus on changes and new concepts only

Planning & Infrastructure Bill Implications

- **HFT** reviewed government's "Guide to the Planning and Infrastructure Bill" guidance document
- Key areas to monitor: reforms to NPPF, EV charging points requirements, Highways Acts reforms, planning committee reforms, and development and nature recovery section

- **HFT** will share Planning and Infrastructure Bill guidance with SG and if possible, a short review. It is recommended that all on the SG should review this guidance document.
- Should we gather evidence of parish appetite for 20 mph speed limit? If community data shows 99% support for 20 mph limits, may be stronger case to raise again with HCC

Budget & Professional Support

- Parish council approved budget had no allocation for professional support
- David Nicholson has offered to help if needed with likely cost implications
- TVBC offered to review drafts and provide opinion
- TVBC Grant funding is a possibility in April next year, and as we have allocation, TVBC confirmed SG eligible to apply for April grants
- **CCE** suggested requesting supplementary budget from PC as contingency if grants don't come through. **CCE** will check with David Nicholson to identify sensible budget.

Actions

- **CCE** to prepare new updated timeline
- **CCE** will draft formal letter for PC to approve at next PC meeting.
- Terms of Reference will be extracted (**CCE**) from guidance, adapted to Word, and presented to PC at next meeting
- **CCE** to check how HNS covers design characteristics of new allocated development areas
- **CCE** to prepare budget for consultant
- **FTL** to manage technical document setup and continues to support system questions
- **CCE** will prepare marketing/promotional messaging
- **HFT** will share Planning and Infrastructure Bill guidance document link (guide-to-the-planning-and-infrastructure-billl)

Date of Next meeting

6 January 18:30