NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP (NDPSG)

FINAL Minutes of the NDPSG at 6.30 pm 6th January 2026

The Old Malthouse, Upper Clatford, Hampshire

Attendees
Cllr Charles Crosthwaite Eyre, Chair, (CCE)
Cllr Richard Bennett, Vice Chair (RB)
Hollie Folkard Tapp (HFT)
Cllr Robert Hawkins (RHk)
Cllr Peter Heslop, (PH)
Fiona Lewis (FL)

Apologies
Cllr Richard Hydes (RH)

Minute Ref	Item/Motion
26/001	Meeting commenced CCE welcomed everyone and opened the meeting at 6:30pm
26/002	GDPR FL requested that the meeting be recorded for the purposes of minute taking. All participants agreed unanimously
26/003	Previous minutes There being no minutes of the previous meeting. No recommendations for changes to the Summary Meeting notes of 2nd December 2025 It was however requested that minutes be kept shorter
26/004	Flow diagram There have been no further changes made to the flow diagram since the last meeting
26/005	Governance and authorisations. CCE had sent a draft Terms of Refence to the Parish Clerk and the UCPC chair. This is to be formally approved at the next PC meeting. **ACTION: CCE to send draft to Parish Council**
26/006	A draft formal authorisation letter drafted by CCE for UCPC to be sent to Parish Clerk for UCPC Chair to sign for submission to TVBC **ACTION: CCE to send draft to Parish Council**
26/007	Housing Needs Survey (HNS) CCE to draft a formal request for a Housing Needs Survey (HNS) to be undertaken by TVBC and send to Parish Clerk for UCPC Chair to sign for submission to TVBC **ACTION: CCE to send draft to Parish Council.**

26/008	Document Review and Document Management *Changes to Policy text* FL to add a line to every tab in the revision checklist so that reviewers can annotate when a policy text requires amendment. If Policy text is to be amended, because the text is contained in a picture box which does not display tracked changes, to modify it reviewers should: Double click on the picture box, copy the text out of the box. Paste the text below the box. Accept the tracked changes on this pasted text only. Then make the necessary modifications to the pasted text. Any issues, discuss with FL RB raised the question about the degree of revision, and that we should be avoiding Policy text changes. CCE felt that the UCPC approval of "The Vineyard" for allocated housing development required special mention. RB,PH and FL felt that "The Vineyard" should not be specifically mentioned, because the Village Design Statement (VDS) should cover all design the requests of the parishioners. PH was specifically concerned that direct mention of "The Vineyard" prior to planning permission being granted could have the unintended consequence to open other SHELAA's or previous unsuccessful applications to be revisited. CCE to consult with David Nicholson and TVBC RHk pointed out that TVBC might not be impartial in their response. *Statistics* RHk raised the question of statistics. Should statistics in the Made NDP be updated for the revised NDP? CCE stated that they did not need to be updated, but that an overall covering statement could be added to the (information or appendix) something like "Unless otherwise specified, all questionnaire statistics in this document refer to the original data collected during the Parishioner Questionnaire conducted in 2020 as part of the Made NDP." **ACTIONS:** **FL to amend Revision Checklist** **All to follow new protocol when amending Policy text** **CCE to consult with David Nicholson and TVBC** **CCE to draft statement covering statistics, and add it to his revision of the Made NDP**
26/009	Document Review and Status RHk - has commenced, still to finish RB – has commenced, still to finish. Still to update the Revision Checklist HFT – has commence, still to finish. CCE – has mostly completed. As a result of this meeting now needs to revisit UC1 FL – reported that RHy has still to commence Where a lead reviewer needs to collaborate with an aide reviewer, then they should use the onedrive "share" button to share their document with the aide. **ACTION: All to complete their reviews and liaise together on those sections where collaboration is required.**

26/010	Local Green Spaces (LGS) In regard to extending the LGS, CCE has consulted with all landowners with the exception of The Old Rectory. So far all the landowners agree in principle that the additional land should be incorporated. CCE and RB to make appointment to visit The Old Rectory and discuss it with them HFT stressed the importance of LGS designation as the definitions are changing and Grey Belt land could affect local gaps *Heritage Sites* PH asked for the important Post Boxes in the village be given mention, especially the rare Edward VII post box on Foundry Road. RB assured he would review all the Post Boxes in the Parish and be sure to include them. *Litter Bins* PH questioned whether the need for litter bins should be included in the NDP revision. All agreed that this was not an NDP matter, but should be handled by the UCPC. **ACTION – CCE and RB to visit The Old Rectory** **ACTION – RB to review Box boxes in village and include in revised NDP**
26/011	Chalk Pit CCE stated this would be amended in UC6. **ACTION – CCE to add Chalk Pit to UC6**
26/012	SINCs *Church Meadows* HFT asked if anyone had access to the original Church Meadow SINCs planning application. RB found a copy and forwarded it to her. *Noise/Tranquillity* 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. *Grey belt land* 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 **ACTION – HFT to draft a question for HNS**
26/013	Timeline CCE pointed out that we were already behind schedule on the timeline. It was therefore proposed that the first draft of document revision should be pushed out to 23rd Jan. Followed by a consolidated document review on 2nd Feb. Followed by the first public meeting at the end of February. All agreed unanimously **ACTION – FL to send out meeting requests to the SG so they can be added to everyone's agenda**

25/014	<u>Community Consultation</u> *Questionnaires* 1. HNS, from TVBC 2. NDP Questionnaire, prepared by the SG, to gather evidence for policies being introduced or significantly modified and on new concepts TVBC will print both SG will arrange distribution. *Communication to parishioners* Banners – needed to announce the public meeting Design to be adaptable such that a bar code can be added at a later date Email – using the ??? distribution list held by CCE Social Media – via Facebook
26/15	<u>Website</u> CCE to add a new section to the UCPC website regarding the NDP review and add start adding minutes for public consumption **ACTION - CCE – update the UCPC website and add minutes to it.**
26/016	<u>Budget</u> CCE has adjusted the budget with the UCPC Clerk. He has allocated reserves for playgrounds and also for liaison with David Nicholson in preparation of NDP review
26/017	<u>Next meeting and important dates</u> Everyone to complete their document review and update of the revision checklist by 0000 on 23rd January. FL will then create a single consolidated document with everyone's tracked changes. FL will maintain a copy of this document as evidence of this review and keep it separately from what will become the new Final document Next meeting at 1730 Monday 2nd February at 1 Sunnyside, Upper Clatford, SP11 7GQ (What3Words ///span.stable.dress) **ACTIONS –** **All to complete review and update Revision checklist by 23rd January** **FL to send out meeting invites** **FL – to prepare consolidate document for next meeting on 2nd Feb.**