

Neighbourhood Development Plan (NDP) Steering Group (SG)

MINUTES

Monday 24th January 2022

- 261. Steering Group Attendance:** David Angwin (DA), Edward Souter (ES), Ivan Royle, (IR), Janet Herring (JH), Adrian Walker (AW).
- 262. Councillor Attendance:** Cllr Whitaker (SW)
- 263. Public Attendance:** The Parish Clerk (Gail Foster-GF) was in attendance along with one member of the public.
- 264. To elect a Chairman of the Steering Group:**
- 264.1. ES explained that he had resigned as a Councillor and as Chairman of the SG. It was Proposed: SW, Seconded: IR, and unanimously **RESOLVED:** that DA be elected as Chairman.
- 265. To Confirm the list of Steering Group members:**
- 265.1. Current members were listed as David Angwin, Ivan Royle, Edward Souter, Janet Herring and Paul Lee.
- 265.2. Adrian Walker (AW) had requested to join the group and the Clerk had forwarded him a declaration of interest form to complete prior to attending the meeting. It was noted that new volunteers are very welcome to get involved. It was **RESOLVED:** Unanimously, that AW become a member of the SG.
- 266. Apologies for absence:**
- 266.1. Paul Lee (PL), Paul Graves (PG) and Richard Eastham (RE) from Feria Urbanism (FU) had all sent their apologies.
- 266.2. To note the Declarations of interest received and any other changes.** New forms had been received from DA and AW. These had been posted on the website prior to the meeting. Both parties gave a quick summary of their interests to those present. They were made aware that the Standing Orders of the council would prevent them taking part in discussions which may be conflicting with or affected by their interests.
- 267. Points from the floor:**
- 267.1. None.
- 268. To approve the minutes of the last meeting:**
- 268.1. It was Unanimously agreed that the minutes of the meeting of 22nd March 2021 be approved. They would be published on the website. **Action: GF**
- 268.2. It was clarified that the WG meeting held on 25th October 2021 was not a public meeting as it had only been held to review the status of tasks. No decisions were taken and therefore minutes were not recorded.
- 269. To review the Housing Needs Report as published by TVBC:**
- 269.1. A short discussion followed, and members' initial thinking was that the report aligned well with the results from the 2019 Questionnaire. No serious clashes had been noticed and the results showed there was a need for 10 homes to be built in the next 3 years which mirrored the findings of the previous survey. A full review of both surveys would be undertaken and brought to the next SG meeting. **Action: SW.**
- 269.2. DA suggested that in order for the SG to progress efficiently, that actions should be completed by the Monday before the next meeting to allow members to read papers in advance. This was agreed by all parties.
- 270. To review the latest draft of the Vision Statement:**
- 270.1. Janet Herring joined the meeting at 19:25pm.

270.2. The latest draft was considered, and two small amendments were suggested which would be made and forwarded to RE as the approved working draft of the policy. **Action: GF.**

271. To review the latest draft of Policy VE1:

271.1. It has been noted that the posters in August 2020 included a paragraph on Modern Design, which was not included in the latest version. The SG was not sure why this subject had been removed and RE would be asked to clarify. **Action: GF.**

271.2. It was agreed that all instances of “shall” in the text should be replaced by “should”. **Action: RE.**

271.3. It was agreed that the CAA should be referenced and included in the policy wording to link it as an annex document. **Action: RE.**

271.4. Outstanding tasks mentioned in the October WG meeting should be addressed and RE would be asked to make suggestions for amending the policy to include low carbon technologies. Details of the conversations with TVBC regarding design would be provided. **Action: RE.**

271.5. Review of the revised draft would be added to the next meetings agenda. **Action: GF.**

272. To review the latest draft of Policy VE2:

272.1. Suggested amendments to the views list had been made by DA and IR. The SG considered each view in turn. It was agreed that amendments would be made to the list as below: **Action: GF.**

	View	Description	Action	New Photo needed.
272.2.	1	Village Green / Moulands meadow – first view.	None	No
272.3.	1a	Village Green / Moulands meadow – second view.	Add	No
272.4.	2	Playing Field / Recreation Ground, view to Danebury / Chattis Hill.	Retake	Yes
272.5.	3a	Areas next to Wallop Brook – 4 possible views	Retake	Yes
272.6.	3b	Areas next to Wallop Brook	Add	Yes
272.7.	3c	Areas next to Wallop Brook	Add	Yes
272.8.	3d	Areas next to Wallop Brook	Add	Yes
272.9.	4	St Andrew Churchyard – view of churchyard down to mill & mill cottage.	Amend	Yes
272.10.	5	Simon Gordon’s Field	Retake	Yes
272.11.	6a	Field East of Church – retake from different angle. consider if another view is needed.	Amend	Yes
272.12.	6b	Field East of Church – These are duplicates of view 4.	Remove	No
272.13.	6c	Field East of Church – These are duplicates of view 4.	Remove	No
272.14.	6d	Field East of Church – These are duplicates of view 4.	Remove	No
272.15.	6e	Field East of Church – These are duplicates of view 4.	Remove	No
272.16.	6f	Field East of Church – These are duplicates of view 4.	Remove	No
272.17.	7	Brook Wetlands South of the Mill – possible duplicate of View 6 – consider again	Amend	Yes
272.18.	8	Middle Wallop Airfield – Identify if can be seen well from B3084.	Retake	Yes
272.19.	9a	Terry Howell’s Field, Old Watercress Beds	Retake	Yes
272.20.	9b	Terry Howell’s Field, Old Watercress Beds – possible 2 nd view	Add	Yes
272.21.	10	Danebury – need to identify where this should be taken from. Maybe same as view 2 from playing field or view 8 of airfield.	Retake	Yes
272.22.	11	The horse field between Hosketts Lane and Five Bells Lane – this is a green space but not a view.	Remove	No
272.23.	12	Water meadows long Heathman Street – review at same time as view 3 – possibly remove if a duplicate – ES declared an interest.	Retake	Yes
272.24.	13	School Playing Field - – this is a green space but not a view.	Remove	No
272.25.	14	Fields opposite Winton House – view is from footpath.	Retake	Yes
272.26.	15	Mark Fatcher’s Lake	Retake	Yes
272.27.	16	Remaining Gaps in Farley Street. – Review at same time as 3 & 12	Amend	Yes
272.28.	17	Field to West of Fifehead Manor - this is a green space but not a view.	Remove	No
272.29.	18	Fields north of Trout Lane – this is a green space but not a view.	Remove	No

272.30.	19	Green Square above High Street. – Draw on map and review	Retake	Yes
272.31.	20	Dene Farm and surrounding Fields – consider if a view?	Retake	Yes
272.32.	21	Nile Mile Waters – Identify where to take view from.	Retake	Yes
272.33.	22	Corner of Wisdom Lane, Jesmond Cottage corner plot – this is a green space but not a view.	Remove	No
272.34.	23	The Cow pasture near Mr Fatcher’s Farm – potential view. JH & ES to photograph.	Retake	Yes
272.35.	23a	Fields below and adjacent to Monks	Retake	Yes
272.36.	24a-e	Fields between Berry Court Farm and playing fields – View from footpath to Danebury may replicate view 2 or 10. Consider direction towards Broughton. The view from playing fields to Berry Court is a different view to Danebury.	Retake	Yes
272.37.	25	There was no photo or description for this number.	n/a	n/a
272.38.	26	Field to West of Farley Street North of view 23.	Addition	Yes
272.39.	27	Entering Village from the South	Addition	No
272.40.		Photos would be added before the next review of the list. This would be done after the above amendments had been made. Action: DA & IR.		
272.41.		Justification for each view is important and a short narrative would be added to each item. Action: DA & IR.		
272.42.		Mapping views on Parish Online would not be resumed until the list was finalised.		
272.43.		Review of the revised draft would be added to the next meeting’s agenda. Action: GF.		

273. To review the latest draft of Policy VE3:

- 273.1. RE had previously advised that the scoring methodology needed to be replaced with written reasons for including each site, however this had not been done as a final list of sites had not been sent to FU. Members considered sites and it was agreed that no.30, a large agricultural field lying to the west of Oxenholme and Bramleys would be removed from the list as per advice from RE that it was too extensive in size. The list would be updated and forward to FU. **Action: GF.**
- 273.2. Justification of each site inclusion would be written in appropriate language. **Action: RE.**
- 273.3. The drawing of each site in Parish Online would be amended for accuracy. **Action: ES and SW.**
- 273.4. Advice had repeatedly been received from FU that landowners did not need to be contacted regarding land nominated as Green Spaces as there was ample opportunity for landowners to object to any nominated sites later in the process. It was agreed unanimously to take this advice.
- 273.5. Review of the revised draft and maps would be added to the next meeting’s agenda. **Action: GF.**

274. To review the latest draft of Policy VE4:

- 274.1. The draft was reviewed, and members considered whether buildings listed in the Conservation Area Character Appraisal should be noted as being important in the NDP. After discussion, it was felt that a narrative was needed to demonstrate why each of the buildings under consideration was important. A member of the public who had recently given a video presentation of how the parish had changed in his lifetime would be asked if he could write a summary for each of the following buildings: Gerrards Farm, The Mill, The Manor, The Old Chapel, the Blacksmiths shop and the Pump House. **Action: GF.**
- 274.2. Historic England policies would be checked to see if some links should be included in the policy. **Action: DA.**
- 274.3. Review of the summaries would be added to the next meeting agenda along with another review of the policy. **Action: GF.**

275. To review the latest draft of Policy WB1 and if possible, to approve the version:

- 275.1. It was agreed that the policy wording was acceptable and would be recommended to the Parish Council for approval as a final draft. **Action: GF.**

276. To receive an update on the Provisional Design Statement.

- 276.1. It was felt this was duplicate of policy VE1, and that no other work was outstanding on specifying acceptable design criteria for the NDP.

277. To note the draft list of Policies to be included in the Plan:

- 277.1. GF had produced a list of policies taken from correspondence between ES, KA, GF and RE in January 2021. RE had been asked to confirm the list of draft policies and had verbally advised that the only draft policies were those as provided in the paper which was discussed in the October meeting. These were the Vision Statement, VE1, VE2, VE4 and WB1.
- 277.2. The SG felt that other policies had already been worked on and should be considered as draft documents even if the latest drafts were still as per the August 2020 consultation. The list would be updated with the latest version date for each policy. **Action: GF.**
- 277.3. RE would be asked again to confirm the list. **Action: GF.**

278. Any other business for consideration at the next meeting:

- 278.1. The status report email dated 21st January from FU was reviewed. Task 1 requiring the SG to review the Aims and Objectives appeared to be different to previous advice received. RE would be asked to clarify. **Action: GF.**
- 278.2. Tasks 2 and 3, the Vision Statement review and LAGS reviews, had been put on the agenda and already discussed during the meeting. Statements explaining why the LAGS should be included in the NDP were already on the draft list, and RE would reference the NPPF criteria when writing the formalized reasons for inclusion in the plan. Revision of the maps had been discussed during the meeting.
- 278.3. Tasks 4 and 5, work on the Views and the Heritage Assets had been ongoing and discussed in the meeting, site plans and maps would only be drawn up after approval of the suggested additions.
- 278.4. Whilst the Steering Group now had 6 members, it would be helpful to advertise again for other volunteers on the Village pump email. **Action: SW / GF.**
- 278.5. Two members were unable to make the next meeting which had originally scheduled for 28th Feb, and it was unanimously agreed that the date should be changed to 1st March.

279. Points from the floor.

- 279.1. None.

280. To confirm the date of the next meeting:

- 280.1. The next meeting would be held on Tuesday 1st March 2022.

- 281.** The meeting was closed at 20.51pm.

Date of next monthly meeting: Tuesday 1st March 2022 at 7.00pm in the Village Hall and via Zoom.

This a true and accurate record of the meeting.

Signed Date: 26th September 2022.