

**Minutes of the Winchfield NDP Steering Group #1  
22 July 2020**

Present:

Cllr Meyrick Williams (MW)  
Christine Strudwick (WNDPRWG lead) (CS)  
Cllr Kate Stewart (KS)  
Sarah Garwood (SG)  
Lynda Goddard (LG)  
Rod Summerfield (RS)

Apologies: Bill Fraser (BF)

### **1. Introduction**

MW opened the meeting with an overview of the role of the Neighbourhood Development Plan Review Steering Group (SG) and how the SG interface between Working Group (WG) and Winchfield Parish Council (WPC) will be managed. The first 15 – 20 mins of each WG meeting will form the SG.

### **2. Terms of Reference**

The Terms of Reference (ToRs) approved by WPC on 20 Jul 20 for the SG were accepted.

### **3. Budget**

WPC had approved an initial budget of £4k, increased to £6k at the WPC meeting on 20 Jul. Initial funding had been committed as follows:

- Initial telecon and Planning Advice note on the review process for the current NDP from Nick Ward at JBA (John Boyd Associates) appointed by WPC, to be the consultant for the Plan Revision. Task approved by WPC at £1253 ex VAT
- Nick Ward to attend a site visit to the Parish and the WG meeting on Wednesday 19<sup>th</sup> August to assist with Project Plan and a review of work so far. Task approved by WPC for £1400 ex VAT
- Nick Ward to review the made HDC Local Plan and the NDPs of Dogmersfield, Hook, Odiham and Hartley Wintney Parishes. Task approved by WPC for £1150 ex VAT
- Initial telecon and request for draft scope of work from Michelle Bolger, Expert Landscape Consultant. Michelle will make a site visit later this year. Task to be led by MW and RS.
- Oak Design, provision of 4 working copies of WNDP and copies of Hartley Wintney, Hook, Odiham and Dogmersfield NDPs, cost approved at £96.12

### **4. Parish communication**

The SG approved the design and printing costs for first community engagement flyer at £140 ex VAT. This will be delivered by hand to every residence in Winchfield informing them that we are beginning the Plan Revision and, due to Covid-19, cannot hold public meetings yet but will do so as soon as restrictions on public meetings are lifted. Flyer #1 also gives information on how any resident can contact the WG and where they can see the current adopted Plan.

### **5. NDP Grant**

MW explained how the application for a HMG Grant would proceed. WPC will make the application for work until 31<sup>st</sup> March 2021

## **6. Project Plan**

The WG Project Plan will be needed by end August 2020, CS confirmed that a draft would be available for the meeting with Nick Ward and the WG would refine this during the meeting with him on 19<sup>th</sup> August.

## **7. Next Meeting**

Next meeting on Wed 19 August at 2pm