NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP (NDPSG)

FINAL Minutes of the NDPSG at 5.30 pm 20th April 2026

The Old Malthouse, Upper Clatford, Hampshire

Attendees
Cllr Charles Crosthwaite Eyre, Chair, (CCE)
Cllr Richard Bennett, Vice Chair (RB)
Fiona Lewis (FL)
Cllr Peter Heslop, (PH) (Observer)

Apologies
Cllr Robert Hawkins (RHk)
Cllr Richard Hydes (RH)
David Nicholson (most part)
Hollie Folkard Tapp (HFT)

Minute Ref	Item/Motion
26/001	Meeting commenced CCE welcomed everyone and opened the meeting at 5:30pm
26/002	GDPR FL requested that the meeting be recorded for the purposes of minute taking. All participants agreed unanimously
26/003	NDP and HNS Questionnaire distribution These have all been distributed manually. Banners and posters have been distributed throughout the village. A further reminder with the Maye Fare poster has been distributed.
26/004	HNS drop in session Lisa and Claire attended the village hall for a two-hour drop-in session on 16th April. They had a steady stream of visitors. One parishioner specifically wanted further information on the site at Red Rice Road which they were not able to assist with, the parishioner's details have been passed to CCE. **Action: CCE to follow up with the parishioner**
26/005	NDP Questionnaire – manual papers. Where parishioners have not completed the forms on-line CCE and FL are manually inputting them on their behalf. CCE will append the parishioner name with 999, FL with 888 so we can identify the manual entries. Several paper forms have only been partially completed. So as to not loose the entries deemed important to those parishioners, it was decided that FL and CCE would enter the incomplete entries as "neutral" or "not important" as appropriate. FL to collect final manual papers from TVBC on 18th May. **ACTION: CCE and FL to input the manual papers** **CCE to update the manual entries FL has completed to date with "888"** **FL to collect final manual papers**
26/006	Community Consultation NDP Questionnaire – Entries to date 120 HNS – Entries to date 101 There are around 650 houses and 1600 people in the parish. It was felt that at a minimum are response rate of 200 would be satisfactory.

26/007	<u>May Fayre</u> A table has been reserved for the NDP at the May Fayre. This is our last chance to push for more input. We could help people fill it in online on their phones. PH has the pamphlets for display on the table. We need volunteers to help man the table. CCE and RB are not able to attend. FL is also away and PH will be pretty busy with his Parish Chairman hat on. **ACTION: FL to contact Hollie and RHy to see if they are available to man the table, if not to contact Karen to see if there is anyone on the PC who could volunteer.**
26/008	<u>Next open Parish Council Meeting</u> Next open Parish Council Meeting is 13th May. We should publicise this on Facebook so that anyone who has any final questions about the NDP questionnaire can ask at the meeting. RB to make a presentation on the status. **Actions: CCE to draft a Facebook posting and share with Julia Shah** **CCE to draft slides for RB presentation** **CCE to add an event on the website** **FL to update number of completed forms in advance of meeting.**
26/008a	<u>Consultation Close</u> The closing date for completing the questionnaire is 17th May. A sticker will be placed over the imagery on the banner reminding of the close date. **Action: CCE to arrange for preparation of sticker**
26/009	Absences CCE will be away 30th April – 17th May
26/016	<u>Budget</u> No change.
26/017	<u>Next meeting and important dates</u> The date of the next full SG meeting will be polled via WhatsApp and emailed when finalised. Next important dates: **May** • 4th May– May Fayre – volunteers required not man NDP Review stand • 13th May – Open Parish Council Meeting– Presentation with slides – last chance for parishioners to ask questions • 17th May – consultation closes