NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP (NDPSG)

FINAL Minutes of the NDPSG at 5.30 pm 2nd February 2026

The Old Malthouse, Upper Clatford, Hampshire

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

Apologies

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	Previous minutes The minutes of the previous meeting held on 6th January were acknowledged as received and read by all on the steering group. No recommendations for changes were made, and the minutes were approved.
26/004	Flow diagram and Timeline *Flow diagram* No changes to Flow diagram *Timeline* CCE presented an updated Timeline. Key changes included Parish Meeting to present the NDP review to take place early in March instead of late February. It was proposed by CCE that two meetings, one on Friday evening (with the main presentation) and a drop in on Saturday morning for those parishioners not able to attend on Friday night. **Actions: CCE - contact village hall to check availability and to make a booking (potentially 6 and 7 March)**
26/005	Governance and authorisations. A draft Terms of Refence has been sent to the Parish Clerk and the UCPC chair for formal approval at the next PC meeting. **Action: CCE to confirm approval granted**
26/006	A formal authorisation letter has been drafted by CCE and sent to the UCPC Parish Clerk for UCPC Chair to sign for submission to TVBC. **Action: CCE to confirm this authorisation letter has been submitted to TVBC**

26/007	<u>Housing Needs Survey (HNS)</u> CCE has drafted a formal request for a HNS to be undertaken by TVBC, this has been sent to the UCPC Parish Clerk for submission to TVBC. ***ACTION: CCE to confirm that TVBC have acknowledged this formal request***.
26/008	<u>Document Review and Document Management</u> *Changes to Policy text* FL has amended Revision Checklist to allow for notification that policy text requires amendment. *The Vineyard* The issue of how to handle the allocation housing development of the former Vineyard on Red Rice Road within the Revised NDP is still unknown. An MS Teams meeting with TVBC, David Nicholson, CCE, RB and FL is scheduled for 4th February at 10am. FL enquired as to the formal history of the PC's acceptance of the proposed site. It was thought that the PC had not been offered the option to formally express a view, however no objection had been raised. *Statistics* CCE has drafted a statement covering older statistics, and add it to the draft revised NDP. It was noted that in the Made NDP para 5.4 lists supporting evidence including a NDP Feedback document (residents' survey). However is was not known where this document resides. It could not be found on the website. **ACTIONS:** **CCE – check for location of Feedback document (residents' survey)** **RB/PH – to uncover the formal notification about the old Vineyard as the preferred development site**
26/009	<u>Document Review and Status</u> All reviewers have completed their reviews. All present reviewed the consolidated amends and the results of that review are summarised at the end of the minutes. **Actions: many actions for all reviewers, documents at the end of the review results**
26/010	<u>Local Green Spaces (LGS)</u> CCE and RHy still to make appointment to visit The Old Rectory and discuss extending the LGS with them (all other landowners have been consulted and agree in principle that the additional land should be incorporated). *Heritage Sites* The important Post Boxes in the village are now mentioned in the Revised NDP, as is the Taskers Ironworks commemorative plaque and the historic railings from the Ironworks. **ACTION – CCE and RHy to visit The Old Rectory**
26/011	<u>Chalk Pit</u> Chalk Pit is now included in the Revised NDP. Further updates my come from further review by David Nicholson.

26/012	<u>SINCs</u> *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	<u>Timeline</u> Now covered under 26/004 Notably first public meeting moved from end of February to beginning of March.
25/014	<u>Community Consultation</u> *Questionnaires* 1. HNS, from TVBC 2. NDP Questionnaire, prepared by the SG, gathers evidence for policies being introduced or significantly modified & on new concepts. To be ready by mid March. TVBC will print both SG will arrange distribution of both questionnaires. *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 from previous NDP drafting Social Media – via Facebook CCE produced a copy of the bi-fold pamphlet prepared for the original NDP, and suggested that the wording be updated for the NDP update. *Distribution of questionnaires* PH proposed that in the questionnaire pack we identify which recipients are inside the Conservation Area, and include information about what that means. CCE proposed that we use the database of addressees used for the original NDP and ask a team of volunteers in the Parish to manually distribute the questionnaire packs. Once each distributor has completed their round they will email FL to confirm completion of task. **Actions** **CCE - prepare banner design** **FL - contact Rubber Stamp to forewarn of upcoming order.** **CCE - provide wording for social media correspondence** **RHy - update social media accordingly** **All – questionnaire need to be ready by middle of March** **CCE – to contact same Parishioners that performed distribution for original NDP to see if they will assist again** **CCE – to prepare new wording for a new bi-fold pamphlet.**

26/15	Website 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	Budget No change.
26/017	Next meeting and important dates The date of the next SG meeting will be polled via WhatsApp and emailed when finalised. Next important dates: 4th February – 10am – MS Teams meeting – with Tim Goodridge/Sarah Hughes TVBC, David Nicholson and CCE, RB, FL. 6th February – 11am - Meeting at TVBC with Claire Jenkins TVBC regarding the HNS. CCE and FL to attend. **ACTIONS –** **FL – to prepare consolidated document with agreed amends and distribute to SG.**

Initial review of document amends:

Important! Note reviewing actions on final page

Chapter 1.

1.2	Amends accepted
1.6	Amends accepted Footnote reference to Appendix A needs updating
1.9-1.16	To be reviewed again following meeting with DN
1.17	"Screening Opinions" Definition required. TVBC unable to advise until it is known how the housing allocation will be handled.
1.18	Date Required

Chapter 2

2.3	Need annotation vs where the statistics came from.
2.10	Is Bury Hill Meadows a "Nature Reserve" a "Local Nature Reserve" or something else.
2.13	Is Church Meadows a new SINC or an enlargement of existing SINC. Confirmation of the Number of SINCs.

Chapter 3

3.2	Changes accepted
3.3	Changes accepted
3.4	Changes accepted
3.5	Changes rejected

Chapter 4 (UC1)

Awaiting review following meeting with DN

Chapter 5 - Community (UC2)

5.4	Need to locate the NDP Feedback document (residents' survey)
Plan 3	RB to check Parish Online, should Bury Hill Meadows be added (it was noted that not everything on the plan is Parish Owned, but is of importance to the Parish.
5.6	This text was drafted by TVBC for inclusion in the Revised NDP. To be determined again following meeting with DN.
Table 1	Statistics are old DN to advice
5.9	To be reviewed again after DN meeting
5.12	To be reviewed again after DN meeting

Chapter 6 – Economy (UC4)

6.6	Changes accepted
6.7	To be reviewed again after DN meeting
6.8	Changes accepted
Plan 4	Requires amendment to include solar farm adjacent to sewage plant
6.11	Changes accepted

Chapter 7 – Built Environment (UC6)

7.1-7.7	To be reviewed again after DN meeting

Table 2	Changes accepted
Table 3	Changes accepted

Chapter 8

8.35	Changes accepted
8.35	Need to confirm number of SINCs
Plan 11	Has been manually modified by HFT, is there an official version available from Parish Online?
8.36	Deletion accepted
8.37	Changes accepted
Plan 12	Delete
8.41	Consider including references to Winterbournes Guidance Document and Jane Wright's Chalk Aquifers document.

Chapter 9

No changes

Appendix A – Evidence Base

To be reviewed after meeting with DN

Appendix B = Character of Settlement Areas

Area 2 – Layout – Changes accepted
Area 3 – Plan – label for Red Rice Hill needs modifying
Area 3 – Changes accepted
Area 4 – no changes
Area 5 – DN to assist with this.

Reviewing Actions

CCE near 1.6 – footnote reference to update
CCE 1.9-1-16
CCE 1.17
CCE 1.18
CCE 2.3
RB 2.10
HFT 2.13 (chap 8 also)
CCE 5.4
RB Plan 3
CCE 5.6
CCE Table 1
CCE 5.9
CCE 5.12
CCE 6.7
RB Plan 4
CCE 7.1-7.7
RB Plan 11
HFT 8.35 (chap 2 also)
HFT 8.41
CCE Appendix A
CCE Area 3 plan
CCE Area 5