

SHERFIELD ON LODDON PARISH COUNCIL



NEIGHBOURHOOD PLAN WORKING PARTY

Minutes of NPWP meeting held on 30th November 2015

Present – Alan Ball, Bryan Jenkins and Natalie Larner (Minutes)

1. Minutes of previous meeting: 23/11/15

Amendments were agreed and the draft Minutes will be represented at the next meeting.

2. Matters arising from the Minutes

Item 4 *Progress on draft Neighbourhood Plan: Traffic Analysis.*

- i) BJ will insert the limited travel data he has seen on the HCC web site if it is relevant.
- ii) AB has yet to receive offers of help with a Traffic Analysis, via the NP Facebook page. It was agreed that a paragraph should be added to the draft NP, referring to Speed Watch figures and citing that traffic surveys will be carried out. Requests for volunteers will be made again in 2016.

3. Progress on draft Neighbourhood Plan

- a) **Foreword** BJ has inserted the Foreword into the draft NP document. It was noted that further refinement could be made at a later date if thought necessary.
- b) **Community Section** AB will complete and circulate for comment before the next meeting.
- c) **Flooding** AB will contact BB (Bruce Batting), complete and circulate for comment before the next meeting.
- d) **Employment & Economy** BJ will be unable to work on this until next week but hopes to make a start before the next meeting.
- e) **Update ‘about SOL’** NL will complete and circulate for comment before the next meeting.
- f) In the light of work still to be completed, it was agreed that BJ will contact Mick Downes (present consultant) to propose that we now send him our draft NP on the new deadline of Thursday 10th December.
- g) It was also agreed that, rather than our looking for a new consultant, BJ would raise with Mick the possibility of calling on him for help in a freelance capacity (maybe for a couple of days) after his retirement at the end of this year.
- h) In discussion with AB, Emma Betteridge at BDBC again offered to review our draft Neighbourhood Plan document pre official submission, pointing out that, as several plans are currently at the same stage, there might be scheduling issues at the borough office.
- i) The Working Group considered that, once we have met our present urgent deadlines, we shall be under no further serious time constraints, and we might be looking towards a Spring 2016 pre-submission.

Actions AB, BJ, NL – all to work on sections as above

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5. Housing Survey update

AB has been advised, by Kirsty Rowlinson of Action Hampshire, that the results of the recent independent Housing Survey will be with the Parish Council by the end of this week.

6. Character Assessment update

- i) **Progress:** NL reported that JJ (Jane Jordan) and AS (Anna Scott) are doing a grand job. The work will be reported on at the Character Assessment team meeting tomorrow evening.
- ii) **Engagement:** NL raised a further stage in the process whereby the draft Character Assessment is shared with the community in open session.

It was agreed to arrange a full day of public engagement in the village hall: to ask for feedback on the draft Character Assessment, to present the findings of the Action Hampshire independent Housing Survey, to give updates on the draft Plan's progress and to be available to answer questions.

BJ suggested that, as well as static displays, scheduled PowerPoint presentations would be beneficial through the day and that we should invite Kirsty Rowlinson to speak on the Housing Survey.

A Saturday in February (preferably 6th) was suggested as a suitable date to allow for advertising in the February LVL and to give time for preparation.

It was suggested that Invitations should be sent to targeted groups, eg local landowners, NP Forum members, local clergy, Emma Clarke from BDBC, possibly local businesses. Further tbd.

Requests for volunteers to help with traffic surveys could also be made.

Refreshments should be made available all day.

Action AB will contact Kirsty and the Village Hall Manager.

7. Neighbourhood Plan administration

It was agreed that the following roles would be undertaken by members of the committee and that a volunteer Minutes Sec. would be sought.

AB will arrange future meetings, liaise with Kirsty Rowlinson of Action Hampshire and Emma Clarke of BDBC and deal with queries, having charge of the NPWG mobile 'phone.

BJ will liaise with consultant Mick Downes.

NL will store display materials (BJ is storing hard copies of original questionnaire. NL is storing hard copies of SWOT replies) and continue to liaise with Character Assessment team.

8. Date of next meeting

Tuesday 8th December at 6.30 pm