

# SHERFIELD ON LODDON PARISH COUNCIL



## NEIGHBOURHOOD PLAN WORKING PARTY

Minutes of NPWP meeting held on 22<sup>nd</sup> February 2016

**Present** – Alan Ball, Bryan Jenkins, Jane Jordan, Anna Scott and Natalie Larner (Minutes)

### 1. Apologies

There were no apologies for absence.

### 2. Approval of Minutes of previous meetings: 2/02/2016, 9/02/2016, 12/02/2016

The Minutes were approved as an accurate record.

### 3. Matters arising from the Minutes & Review of Actions

2<sup>nd</sup> Feb. Planning Open Day. There were no matters arising. All actions had been completed.

9<sup>th</sup> Feb. Reviewing feedback. There were no matters arising. All actions had been completed.

12<sup>th</sup> Feb. Reviewing feedback. There were no matters arising. All actions had been completed.

### 4. Planning for Open Evening Thursday 10<sup>th</sup> March

- a. After discussion, it was agreed to use the forum to thank those who had already completed feedback forms. Thanks were also being given in LVL. AB
- b. Amended policies would be available for displays as A4 rather than A3. New laminated packs will be available for the table, to use with feedback forms. AB
- c. There are sufficient signing in and feedback forms
- d. Di Effiong had volunteered to man the Welcome Desk for the evening.
- e. Refreshments would be available in the kitchen for anyone to use – NL will supply NL
- f. Reports of the Open Sessions will need to be produced to form part of the statutory Consultation Statement, which demonstrates how engagement with the community and others has shaped the development of the plan. NL

### 5. Draft NP update

- a. Traffic: At the meeting held on 12<sup>th</sup> Feb., when reviewing feedback from the Open Day, it was agreed to discuss further the merits of including a Traffic section in the NP, to feed into the Local Plan. [12<sup>th</sup> Feb 2c (iii)] Many other NPs have included traffic as a 'project' to be taken up and developed by their parish councils. Some traffic data has already been included in the NP. Our next step should be to find out what extra data would be of most use. It was noted that Speed watch data (through the village) could be made available to us and that Hants County Council (HCC) might hold some traffic data on Sheffield.

It was agreed to ask Emma Betteridge (BDBC) for help in designing our approach/survey and for help in accessing any existing data from HCC for comparison. Even if no previous data existed, then we would at least be putting down a benchmark for the future. Once we have designed what data we need, we should ask for volunteers (from the forum et al.) to help with its collection.

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- b. Clarification: In response to feedback from the Open Day, it was clear that further clarification was sometimes needed in the explanatory text leading up to, or following, individual policies. It was agreed that both the structure and wording should be looked at again, following the Open Evening and further feedback. The closing date for the return of feedback forms is 19<sup>th</sup> March.
- c. Section on Community Services & Facilities is yet to be completed AB
- d. Section on Flooding and Groundwater is yet to be completed BB

## 6. Status of Appendices:

- a. Character Assessment: AS said that the CA is very large and will need to be posted on NP website in 3 x 8 MBs. As a printed resource for Sheffield's archives, it can be revisited, once time allows, after the NP process has been completed.
- b. Consultation Statement: BJ will circulate the document, which was started by our previous Administrator and which will need updating.
- c. Basic Conditions Statement: BJ will review the content already in the Draft NP and will research the requirements further.

## 7. Update Project Plan

To be done after meeting with BDBC on 10<sup>th</sup> March AS

## 8. Sum up of agreed actions

JJ to produce posters advertising Open Evening and feedback deadline in House 28	<u>Action</u> JJ
BJ will ask BDBC to produce the consolidated map	<u>Action</u> BJ
BJ will ask BDBC for data and advice on surveying traffic through the village	<u>Action</u> BJ
BJ will circulate the draft Consultation Statement	<u>Action</u> BJ
BJ will research the requirements of a Basic Conditions Statement	<u>Action</u> BJ
AS will continue to update Character Assessment following feedback	<u>Action</u> AS
AB will post – amended policies, feedback form and 'Thank you' on NP website	<u>Action</u> AB

**Meeting closed at 8.10pm**

## 9. Date(s) of next meeting(s)

Thursday 10<sup>th</sup> March with Emma Betteridge and Ed. Rehill at BDBC  
Friday 18<sup>th</sup> March 2.30 2 Longbridge Close