

# SHERFIELD ON LODDON PARISH COUNCIL



## NEIGHBOURHOOD PLAN WORKING PARTY

Minutes of NPWP meeting held on 18<sup>th</sup> January 2016

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

### 1. Apologies

There were no apologies for absence.

### 2. Minutes of previous meeting: 12/01/2016

Minutes of the meeting held on 12<sup>th</sup> January were approved for accuracy.

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

There were no matters arising. All actions had been completed except:

3e. Meeting to plan Open Day displays – yet to occur, scheduled for 19<sup>th</sup> Jan.

3h. refreshments - in hand

6 Agreed Actions

- History of Parish: siting of longer version still to be agreed
- Completion of Character Assessment – AS had received OS Maps from BDBC that day.  
JJ will send completed draft to BJ by the end of Wed. 20<sup>th</sup>. JJ
- Update Forum – ongoing AB
- Leaflet – advice from Action Hampshire, the last sentence of NPWP's 1<sup>st</sup> para will be amended and the Action Hampshire logo removed. NL
- Gather more volunteers - ongoing NL

### 4. Housing Survey update and leaflet

- a. Final amendments to headings will be made: remove Action Hampshire logo as it doesn't sit well on the background. Instead 'Prepared by Action Hampshire' will appear in the headings on pages 2-4. NL
- b. We shall not seek to include Sherfield Park Community Centre and Bramley Bakery in the list of places where hard copies of the Housing Need Report can be found. NL
- c. Leaflets and hard copies of the full report will be printed for w/c 25<sup>th</sup> January NL
- d. JJ offered some further names to help with leaflet distribution

### 5. Planning for Open Day 6<sup>th</sup> February

- a. AS led the meeting through the Open Day Session Plan.
- b. It was confirmed that the displays would cover three areas: The Housing Need Survey Report, the Village Character Assessment document and the Neighbourhood Plan process.
- c. It was agreed to ask Kirsty Rowlinson (Action Hants) which graphs from the Housing Need Report she would like made into hard slides for display. AB
- d. AS had looked into 'feedback forms' and her proposals were agreed. AS

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- e. It was agreed to ask Peter Hayes (former NP Administrator) and Kym Greener (committee member recovering from illness) if they could be available to assist on the day. AB & NL
- f. Invitations would continue to be made. AB & NL
- g. After the display group - AS, JJ and NL – had met the following day, AS would circulate details for comment before the next full meeting. AS

### 6. Draft NP update

- a. BJ pointed out that it would be helpful if the sections on Community Services & Facilities and Flooding and groundwater could reach BJ by Wednesday 20<sup>th</sup> Jan. AB
- b. BJ will send the latest draft NP to Mick Downs (consultant) in two versions: one to include the ongoing questions and answers between them and one 'clean document'. BJ
- c. BJ asked the committee to give some thought to possible policies on renewal energy eg. a policy on solar energy: to be discussed further.
- d. The NPWP will now need to familiarise themselves with the latest version. At the next meeting, we shall schedule a meeting post Open Day to review all feedback from residents and Mick Downs (consultant). All

### 7. Project Plan update

AS led us through Project Plan, reviewing deadlines. AS will update and circulate. AS

### 8. Sum up of agreed actions

JJ will send completed draft CA to BJ by the end of Wed. 20 <sup>th</sup>	<u>Action</u> JJ
Amend Housing Survey Leaflets and send to printers, with banner	<u>Action</u> NL
Arrange volunteers to distribute Housing Survey leaflets	<u>Action</u> NL
Hard copies of Housing Survey placed in House Twenty8, White Hart, Four Horseshoes, Hair Affair, The Salon on 25 <sup>th</sup> Jan and Chineham Library on 26 <sup>th</sup> .	<u>Action</u> NL
Continue to update Forum	<u>Action</u> AB
Ask Kirsty Rowlinson which hard copy slides she'd like to display	<u>Action</u> AB
Draft feedback forms	<u>Action</u> AS
Issue more Open Day invitations	<u>Action</u> AL, NL
Character Assessment document to be printed w/c 25th January	<u>Action</u> JJ, NL
Circulate updated Session Plan for comment, after display group meeting.	<u>Action</u> AS
Complete NP section on Community and Flooding and send to BJ by 20 <sup>th</sup> .	<u>Action</u> AB
Send NP to Mick Downs (consultant)	<u>Action</u> BJ
Update and circulate Project Plan	<u>Action</u> AS

**Meeting closed at 8.20pm**

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

Monday 25<sup>th</sup> January at 6.30pm in Garden Room