

GOODWORTH CLATFORD NEIGHBOURHOOD PLAN (NP) STEERING GROUP (SG)

RECORD OF MEETING 10 NOVEMBER 2016

Location	Green Meadows, Goodworth Clatford
Present	Peter Kiddle (PK); Bob Houghton (BH); Ros Stockdale (RS); Geoff Scard (GS)
Time	6 pm start; 7.45 pm finish
Agenda	The meeting followed the attached agenda.

Item 1 – Questionnaire Door to Door Collection

70% of electors in the Parish had responded to the questionnaire but the aim was to get closer to an 80% return. Efforts had been made to recruit a person from outside the Parish who, for a small remuneration, would visit electors to seek further completed questionnaires. Several candidates had been approached but all had declined.

Action 1 SG members to propose other suitable candidates for the door-to-door task.

Item 2 – Briefing Ros Stockdale on 4 November meeting with Donna Moles (Moles Consultancy)

Ros had been unable to attend 4 Nov meeting. The following were the key points:

- a. All NP activities and decisions to be recorded.
- b. Terms of reference (TORs) for the NP Steering Group were required. Draft TORs were to be requested from Donna.

Action 2 PK to request draft TORs from Donna.

- c. Donna requested the NP funding spreadsheet which PK would forward.

Action 3 PK to forward funding spreadsheet to Donna.

- d. The NP process for the Parish was not likely to result in a site selection process to meet housing need. The evidence for this advice was the existing identified need for a small number of affordable homes (6-8) in the Parish and the interim analysis of questionnaire results which indicated a majority supporting the building of around 10 new homes over the next 15 years.
- e. All policies to be phrased in positive terms.
- f. TVBC NP experts should be first port of call for advice on NP processes.
- g. A log of NP and SG engagement actions is required.

Action 4 PK to produce log of engagement actions.

h. **Split of NP and Non-NP Issues.** There are items covered by Parish Plans and VDSs that are not included in the legal framework of NPs. Some of the excluded items are of interest to Goodworth Clatford and are included in the data provided by the completed NP questionnaires. To cater for all issues, the GC NP document will be split, with all non-NP topics being included in an annex.

Action 5 SG members to split NP and non-NP issues in questionnaire output.

Having reviewed all these processes some concern was expressed about the workload that would be imposed on the SG in the production of the NP.

Item 3 – NP Working Groups

It was decided that the NP subject matter would be covered by 4 working groups and which member of the SG would co-ordinate the work of each group:

Working Group 1 (WG1) – PK

Housing

Working Group 2 (WG2) – BH

Community, Infrastructure and Amenities

Working Group 3 (WG3) – RS

Transport, Travel, Business and Enterprise

Working Group 4 (WG4) – GS

Environment and Countryside

It was agreed that the WGs would need TORs and guidance on the scope of their work. All topics would need to take account of the content of the TVBC Local Plan.

Initial work of the WGs would include the extraction of questionnaire items that related to their TORs.

It was agreed that the SG would need to meet again before 11 Dec to expand on WG details.

WG Training. A training session would be required for each WG. Prior to this, the SG co-ordinators would require expert guidance.

WG Output. It was envisaged that the WGs would require templates for their output by the SG, rather than expecting them to start from scratch.

Item 4 – January Public Meeting

The SG was still aiming to hold a NP public meeting in January 2017, with the proviso that the SG had to be confident that it was properly prepared for this important next step. The meeting would include a briefing on the questionnaire results and the recruitment of parishioners to each WG. This would need to follow from a clear explanation by the SG on the scope of each WG area.

Item 5 – Previous Agenda/Minutes

Records of all the earlier SG meetings, with agenda, were required.

Action 6 PK to provide GS with dates, location and agenda of previous meetings.

Action 7 GS to produce records of all SG meetings to-date.

Item 6 – Website for NP

It was agreed that a dedicated attachment was required on the Goodworth Clatford website to cover the NP. This would include the trail of activity including the questionnaire, agenda and records of meeting.

Action 8 PK to discuss with Di Swaddling and pass all relevant documents for website attachment.

Item 7 – Vision for NP

Action 9 Individual SG members to draft suggested NP vision statements prior to next SG meeting.

Item 8 – Evidence for Everything

As discussed under Item 2, all SG activities and meetings and decisions will be recorded.

Item 9 – NP Template

Donna had referred the SG to the recently-published NP of Robertsbridge, East Sussex. This was now available to SG members as a reference document.

Item 10 – Planning Toolkit

The Resources annex was missing and still awaited.

Item 11 – Who is going to do what in the SG?

Item 3 above covers the WG responsibilities. Also, GS will provide the records for all meetings.

Item 12- AOB

None recorded.

G T SCARD

14 Nov 16