

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

## **RECORD OF MEETING 31 JANUARY 2017**

|                 |  |
|-----------------|--|
| <b>Location</b> | Green Meadows, Goodworth Clatford  |
| <b>Present</b>  | Peter Kiddle (PK); Bob Houghton (BH); Ros Stockdale (RS); Geoff Scard (GS) |
| <b>Time</b>     | 6.30pm start; 8.30 pm finish   |
| <b>Agenda</b>   | The meeting followed the attached agenda.                                  |

### **Item 1 – 7 Feb PowerPoint (PP) Draft review**

PK had produced a draft set of PP pages for the 7 Feb public meeting. These were reviewed and approved by the WG with a minor change – a photo of the Clatford Arms should be included on the opening page. Copies of the PP pages are attached. PK would send pdf copies of the PP presentation to SG members.

Also under this Item the WG reviewed and approved the format and imagery of the NP section of the Goodworth Clatford village website.

**Action 1 (31 Jan)** PK to incorporate an image of Clatford Arms in opening PP page for 7 Feb meeting.

**Action 2 (31 Jan)** PK to send pdf copies of the PP presentation to SG members.

### **Item 2 – 7 Feb Meeting – Overall Stance Based on Survey Results**

It was agreed that the stance of the meeting would be informed by results of the questionnaire, the response to which had now risen to 88% of electors. It was also agreed that the public meeting should be audio recorded as part of the evidence base.

**Action 3 (31 Jan)** PK to organize the audio recording of the 7 Feb public meeting.

### **Item 3 – 7 Feb – Working Groups per Area**

Since the 10 Jan meeting, it had been agreed by the SG members that the topics of the 4 WGs should be split into subject areas and each area covered by sub-working groups. The sub-working group areas are listed on the 7 Feb PP pages. The sub-working groups would be populated by volunteer members of the parish and chaired by one of those volunteers. The four Steering Group (SG) members would facilitate the sub-working group meetings, monitoring and providing guidance. It would be emphasised that all discussions and recommendations would need to be evidence-based.

### **Item 4 – 7 Feb Individual Presentations**

It was agreed that the four SG members would each produce a five minute presentation to introduce their WGs. The presentation would explain the subject matter of WG, the split of

topics into sub-working group areas and encourage interested parishioners to volunteer to join the sub-working groups.

**Action 4 (31 Jan)** SG members to produce five minute presentation for the 7 Feb public meeting.

### **Item 5 – 7 Feb – Refreshment Arrangements**

BH had made the arrangements for refreshments for the public meeting. 40 bottles of wine would be bought under sale or return and 90 wine glasses provided. A further 2 dozen glasses would be held in reserve. The billiard room would be used to set up the wine and nibbles. Paper napkins would be provided. From 3 pm, the Club Steward Steve and BH would be there to set up chairs, stage and billiards room (for drinks & food). The wine would need to be collected from the village shop. Other members of the SG were encouraged to be there to assist.

### **Item 6 – Engagement List**

Since the 10 Jan meeting, PK had produced a list of village organizations on an Engagement List. SG members had been allocated a share of those organizations to be reminded, by poster, of the 7 Feb meeting. RS had been in contact with the Openfield Company on Barrow Hill, the largest commercial employer in the parish, and they had agreed to send a representative to the meeting.

### **Item 7 – 7 Feb Sign-up Form**

PK had produced a sign-up form (attached) entitled 'Offer to Become Involved' which would be used by parishioners on 7 Feb to indicate areas of interest in the NP and provide contact details. The SG approved the format and the use of this form.

### **Item 8 – 7 Feb Tech Rehearsal**

It was agreed that the SG would take part in a technical rehearsal at the Village Club on 7 Feb (6pm), to run through the PP presentation .

### **Item 9 – 7 Feb Photographer**

Mr Roy Struthers of The Rowans, Longstock road, had agreed to take photographs of the 7 Feb public meeting, for the NP evidence base.

### **Item 10 – 7 Feb Meeting– Mailshot Advert**

It was agreed that PK would email the 370 elector addressees on the NP database with an advert/reminder of the 7 Feb.

**Action 5 (31 Jan)** PK to email the 370 addressees on NP list to advertise the 7 Feb meeting.

## **Item 11 – RS Questions**

Ros Stockdale had posed three questions with regards to the production of the NP:

1. Who ensures impartiality of SG?
2. Do all ideas that come out of meetings with volunteers have to be approved by the SG and/or TVBC/Hampshire CC before we do anything?
3. Do we have to wait until the NP is 'made' before any action can be taken?

The SG response to these questions was as follows:

1. Impartiality would be guaranteed if all decisions were based on the output of the questionnaire.
2. No. Free ideas are required if the output is to be of any added value.
3. Not for all topics. If there are items that will sit in the NP Appendix (not core NP topics), these could be acted upon earlier by the Parish Council.

## **Item 12- Website**

The SG approved the NP section of the Goodworth Clatford Village website (see Item 1).

## **Item 13 – Project Planner**

RS had produced a NP Project Planner (attached). The SG agreed that the planner included all the items required. The Project Planner was adopted.

## **Item 14 – Policies Linked to Objectives, any Changes, how to deal with Overlap**

PK had linked all the NP objectives to relevant TVBC Local Plan policies. The SG agreed the linkages without change. The SG debated the question of likely overlap on policies between the WGs. It was agreed that any resolution of overlap should be left until late in the WG deliberations, to allow for unfettered exploration of the topics.

## **Item 15 – Terms of reference, Declarations of Interest, Profiles of SG Members**

The SG members provided signed copies of their respective Declarations of Interest and Personal Profiles (copies attached)

## **Item 16 – Review Donna Schedule/letter**

Consultant Donna Mole had provided a letter 'Goodworth Clatford Neighbourhood Development Support Programme' based on a 4 Nov 16 consultation. The SG had reviewed this document since the 10 Jan 17 meeting and concluded that it was not particularly helpful, reproducing information on NP regulations that could be found elsewhere.

**Item 17 – Review of Previous Actions** The meeting reviewed outstanding actions from the previous meeting (10 Jan 17). The outstanding actions were **Action 7 (10 Jan)** - RS would continue to seek a response from the Clatford School Headteacher on the proposal for the school to produce a logo for the NP- and **Action 9 (10 Jan)** – RS to continue with

liaison with Goodworth Clatford PC on issue of 20 mph limit for the Village.

**Item 18 – AOB** There was no other business. The SG recorded its appreciation for the work that PK had done for the preparation of the PP presentation and other aspects of the meeting. The next meeting of the SG would be at the public meeting of 7 Feb.

G T SCARD

1 Feb 17