

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

RECORD OF MEETING 10 JANUARY 2017

Location	Green Meadows, Goodworth Clatford
Present	Peter Kiddle (PK); Bob Houghton (BH); Ros Stockdale (RS); Geoff Scard (GS)
Time	6.30pm start; 9.30 pm finish
Agenda	The meeting followed the attached agenda.

Item 1 – Approve Records of All Previous Meetings

The meeting approved the records subject to the following changes:

The venues for individual meetings should be corrected in accordance with the record.

For the meeting of 10 Nov 16, under Item 2, there should be a record of the concern expressed by the SG about the likely workload involved in producing the NP.

Action 1 (10 Jan) GS to amend previous records as agreed above.

Item 2 – Update on Questionnaire Numbers Received

PK reported that there had now been 535 questionnaires returned from a total of 639 electors. This being a response rate of 84%. Although there had been no additional questionnaires returned in Oct and Nov 16, since Mr Lucien Moore had been employed by the SG from the beginning of Dec 16, 102 further responses had been received. Mr Moore's contract had two more weeks to run.

Item 3 – Website Update

PK provided a sample page of the NP website used by Robertsbridge Parish council. The SG agreed that this would be a suitable format for the Goodworth Clatford NP and that this should go as an additional section on the Parish website. PK had sent the proposed format to Di Swaddling.

Item 4 – Log of Engagement Activity

The meeting approved the content of the Log of Engagement Activity which had been produced and maintained by PK. The SG agreed that the Log should be updated following each SG meeting.

Item 5 – NP v Appendix – Agreement by Questionnaire Item

The SG reviewed, item by item, the table of question categories on which the response areas in the NP questionnaire were tabulated against 6 headings (the four topic headings

being the subject matter for the four NP Working groups (WG):

- NP
- Appendix
- Housing
- Community, Infrastructure, Amenities
- Transport, Traffic, Business
- Environment, Countryside

First, the SG determined whether the item was a topic for the main body of the NP or whether it was a topic for the Appendix. If there was any doubt, it would be put in the main body. For all items, the SG then decided under which WG the topic would sit. It was recognized that there may be instances where a topic would need to be considered by more than one WG but these were kept to a minimum. The final list of topics for each WG would form the basis of the objectives for that WG.

Action 2 (10 Jan) PK to issue updated table with agreed topic allocations.

Item 6 – Project Plan Agreement

PK had provided a sample project plan format as an example of one that could be used by the SG. The meeting agreed that this format would be suitable for the Goodworth Clatford NP.

Action 3 (10 Jan) RS to adapt the sample project plan to meet the Goodworth Clatford requirements.

Item 7 – Agree NP layouts RS v PK Drafts

RS and PK had produced proposed draft formats for the NP. The SG had reviewed these with the aim of selecting a format. It was agreed that the RS format, which incorporated an impressive combination of text and photographic evidence, would be an ideal format for the Transport WG3 input but that the overall format for the NP would follow the draft proposed by PK.

Item 8 – Terms of Reference (TORs) Agreement

PK had produced draft SG TORs which had been reviewed by the SG. The draft was approved, subject to minor changes, as follows:

Under membership, the first line should be expanded to read 'The Steering Group will comprise not less than four members and represent

Under finance, the TORs would include an item on the reclaim of expenses by SG members.

Action 4 (10 Jan) PK to edit the TORs to include the above two items and circulate to SG members for approval.

Item 9 – Options for Vision to be agreed

PK presented his proposal for a vision for Goodworth Clatford. This included a Vision statement and a series of top-level objectives for the four WGs. The SG approved this proposal in principle. It was agreed that PK would now cross check the WG objectives against the Table at Item 5 above to ensure conformity, making any amendments required. The SG members would then review the the top-level objectives for their respective WGs, proposing amendments as required, and then expand these as WG objectives to provide the level of detail required for WG activity.

Action 5 (10 Jan) PK to amend WG objectives to match response table (Item 5), as required.

Action 6 (10 Jan) SG members to review the top-level objectives, proposing amendments as required, and produce detailed objectives for WG activity.

Item 10 – Logo and Inclusion of School

RS presented a sample page of eight possible logos for the NP. It was agreed that it would be worthwhile getting the village primary school involved in the selection of a logo.

Action 7 (10 Jan) RS would liaise with the Clatford School headteacher with the aim of encouraging pupils to produce a draft logo for the NP. The sample of eight logos would be presented as examples.

Item 11 – Four sets of Objectives to be Agreed

This had been covered under Item 9 above.

Item 12- Review Consultant Structure Document

A Goodworth Clatford NDP Support Programme Document had been received from consultant Donna Moles. Not all SG members had reviewed this document but agreed to do so before the next SG meeting. At that meeting the SG would decide whether to adopt the processes proposed.

Action 8 (10 Jan) SG members to review Donna Moles' structure document prior to next SG meeting.

Item 13 – 20mph limit Inclusion in NP

The SG agreed that this was a topic that should be included in the NP. It had very recently been discussed by the Parish Council. It was proposed that WG 3 (Transport, Travel, Business and enterprise) should seek to co-opt the respective PC member onto WG 3 for this topic and also to liaise with Mr Simon Wilson (proposer of topic with PC) and Chilbolton PC who had proposed a 20 mph limit for that village.

Action 9 (10 Jan) RS to liaise with Goodworth Clatford PC and other parties to seek involvement in the inclusion of a policy for a 20 mph for the village in the NP.

Item 14 – Printing Expenses

As discussed under Item 8 above, where appropriate the SG members would claim printing expenses, with the endorsement of two other SG members, using the claim form (attached) drafted by PK. BH had researched printing expense charges used by TVBC. It was agreed that the SG would be prepared to accept a lower level of payment, claiming 5p per A4 sheet for colour and 2p for B&W.

Item 15 – Public Meeting 7 Feb 17

The Village Club had been reserved for the evening of 7 Feb 17 for the public meeting. To meet Parish Council requirements, the meeting would be split. The first half would be devoted to village consultation on the options for the Parish to purchase some of the Thompson land in the centre of the village. Following a break for refreshments, the second part of the meeting would be devoted to NP. The agenda for this part would be as follows:

Introduction and overview	-	PK
Feedback on the questionnaire	-	PK
WG introduction and objectives	-	WG1- PK, WG2– BH, WG3– RS, WG4- GS
Split into 4 WGs	-	SG WG leaders plus public participants

It was agreed that £300 should provide sufficient funding to provide wine and nibbles for the interval refreshments. This could be split between PC and SG funds. The event would require projection facilities for the power point briefings and a photographer to take a record of the meeting.

Action 9 (10 Jan) BH to approach village resident, Mr Mike Goddard, to seek assistance with the projection and photographic tasks.

PK requested assistance from the SG in providing suitable wording for a village advertisement for the 7 Feb meeting.

Action 10 (10 Jan) SG members to provide suggested wording for the NP aspects of the public meeting to PK by 20 Jan 17.

Item 16 – AOB There being no other business, the meeting reviewed outstanding actions from the previous meeting (6 Dec 16). The only outstanding action was **Action 8 (10 Nov)** - this action, to discuss the NP website with Di Swaddling and pass all relevant documents, continues.

Item 17 – DONM The next SG meeting would be held on 31 Jan 17 at Green Meadows, starting at 6.30pm.

G T SCARD

12 Jan 17

