

# UPPER CLATFORD NDP STEERING GROUP (SG)

Tuesday 11 June 2019

The Old Malthouse, Upper Clatford

## Reference Document: SG\_Meeting\_11-06-2019

**Attending:** C Eyre (CE), Nick Shah (NS), David Coole (DC) Peter Heslop (PH)

**Consultant:** David Nicholson (DN)

**Apologies:**

**Minutes by:** C Eyre

1	<p><b>Apologies for absence:</b> Ann Lockhart has withdrawn from the Steering Group due to ill health. The SG thanked her for the work she has done leading the Built Environment WG. CE has taken on responsibility for this sub-group.</p>	CE
2	<p><b>Funding and appointment of a Consultant</b></p> <ul style="list-style-type: none"> <li>• David Nicholson (DN) has been retained by the Parish Council to advise on and write the Neighbourhood Plan. He did the same for Goodworth Clatford and their plan has been approved by parishioners and also TVBC.</li> <li>• DN prepared a proposal for this work, which was accepted by the PC (see minutes of PC Meeting 13<sup>th</sup> March 2019)</li> <li>• The PC has successfully applied for a Councillor Community Grant (£1000) Locality Grant for (£8,273.80), which will cover all these consultant fees.</li> </ul>	
3	<p><b>Preparation of Evidence Statements</b></p> <ul style="list-style-type: none"> <li>• DN reviewed the background policy documents (see <a href="https://www.upperclatford.com/community/upper-clatford-15048/the-document-centre/">https://www.upperclatford.com/community/upper-clatford-15048/the-document-centre/</a> for list of background documents) and the feedback document generated from the analysis of parishioners' responses to the questionnaire (see: "<a href="#">Upper Clatford Feedback Document</a>") and prepared guidance on the Evidence Package needed prior to the preparation of the NDP.</li> <li>• Based on this guidance, the three Working Groups formed at the community meeting on 7<sup>th</sup> Jan 2019, prepared draft Evidence Statements for the 12 Policy Areas identified by DN. These are: <ul style="list-style-type: none"> <li>○ UC1 – Sustainable Development</li> <li>○ UC2 – Community services and Facilities</li> <li>○ UC3 – Housing Mix</li> <li>○ UC4 – Small scale employment</li> <li>○ UC5 – Renewable Energy Projects</li> <li>○ UC6 – Village Design</li> <li>○ UC7 – Conservation area</li> <li>○ UC8 – Landscape Character</li> <li>○ UC9 – Landscape Views</li> <li>○ UC10 – Local Gap</li> <li>○ UC11 – Local Green Spaces</li> <li>○ UC12 – Sights of Importance to Nature Conservation (SINCs)</li> </ul> </li> <li>• The three WBs have been working over the last four months preparing draft evidence statements for these 12 Policy areas.</li> <li>• The meeting reviewed the current state of these drafts and it was agreed that most of the evidence has been prepared, but DN recommended some edits/changes and requested additional material.</li> <li>• The WBs agreed to complete this by the end of June 2019.</li> </ul>	
4	<p><b>Next Steps</b></p> <ul style="list-style-type: none"> <li>• <b>End of June</b> – completion of the Draft Evidence Base Documents to the point where they can be sent to DN to begin writing the NDP.</li> <li>• <b>July PC Meeting</b> – PC to review and agree content of Draft Evidence Docs. Any changes to be sent to DN.</li> <li>• <b>July 5</b> – DN will send you a draft screening report for the SEA/HRA stage. PC to review at the July Meeting.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>End of August</b> – DN will send draft NDP to SG for review. Iterative approach to resolve queries arising which could also result in updates/edits to Draft Evidence Statements.</li> <li>• <b>3<sup>rd</sup> September</b> - meeting to review the draft NDP and ensure alignment with the draft Evidence Documents. DN will then issue a revised version of the NDP.</li> <li>• <b>September PC meeting</b> - review draft NDP and associated Draft Evidence Documents with feedback to DN. Decision on structure and timing of the Public Consultation with Parishioners on Evidence Documents and Draft NDP. Consultation with TVBC for completeness of all documentation.</li> <li>• <b>24<sup>th</sup> September</b> - further SG meeting with DN to agree the final draft NDP and Evidence Documents for approval consultation at PC meeting on 9 October.</li> <li>• Once approved, the Draft NDP and Evidence Package will be made available to all Parishioners in advance of the Public Consultation.</li> </ul>	
<b>5</b>	<p><b>Publication of Evidence Documents and NDP</b></p> <ul style="list-style-type: none"> <li>• <b>The Draft NDP and 12 Evidence Statements</b> will be published on the Parish Web Site after the October PC meeting.</li> </ul>	
<b>6</b>	Meeting closed at 14.30 hrs.	