

**UPPER CLATFORD NDP STEERING GROUP (SG)**

**Monday 16<sup>th</sup> March 2018**

The Old Malthouse, Upper Clatford

**Reference Document: SG\_Meeting1\_Draft\_26-03-2018**

**Attending:** Cllrs D Coole, C Eyre, P Heslop,

**Apologies:** Cllr A Newell

**Minutes by:** C Eyre

<b>1</b>	<b>Apologies for absence:</b> Cllr A Newell	
<b>2</b>	<p><b>Members of Steering Group</b></p> <p>It was agreed that the process would be managed by a small group of volunteers, partly from the Parish Council but with non-PC members. Membership is currently skewed in favour of Upper Clatford, and ideally. Should include members from Upper Clatford and Anna Valley.</p> <p>It was agreed that the SG will be set up by Members of the PC, but that in time this could change, once additional parish volunteers had been co-opted.</p> <p><b>Current Members:</b> <b>Cllrs Eyre, Wilson and Coole</b> agreed to join this SG. Cllr Newell had already agreed to join. <b>Cllr Heslop</b>, as Chair of the PC, requested not be a member of the SG, but to join meetings as an observer. Agreed. It was agreed that members would approach other parishioners to encourage them to join (as members of the SG or as volunteers to help in deliveries etc).</p>	<p><b>PH</b></p> <p><b>All</b></p>
<b>3</b>	<p><b>Roles and responsibilities</b></p> <p><b>C Eyre</b> agreed to be acting Chair (and temp secretary) <b>A Wilson</b> – agreed to be responsible for compliance and Governance <b>D Cool</b> – agreed to prepare timelines and budgets</p> <p><b>Secretary</b> – to be appointed.</p>	
<b>4</b>	<p><b>Draft Statement on NDP process and Objectives</b></p> <p>D Cool suggested that we use the TVBC Community flyer as a base. C Eyre agreed to prepare a first draft for consideration at the next PC meeting. To be reviewed by SG at next meeting (5<sup>th</sup> April)</p>	<b>CE</b>
<b>5</b>	<p><b>NDP Coverage</b></p> <p>It was agreed that the whole extent of the Parish should be included in the NDP and not just the settlement. This would be in line with the Village Design Statement which included Red Rice.</p>	
<b>6</b>	<b>Timeline, budget and funding</b>	

	<p><b>D Coole</b> agreed to prepare a first draft timeline (based on the GC experience) and a budget.  The following funding options were identified at the Meeting with TVBC:</p> <ul style="list-style-type: none"> <li>• TVBC Grant - £1500 (if we went for a VDS – 50%)</li> <li>• Central Grant - £8000 - £9000. This can only be drawn down against specified costs and must be spent within 6 months of receipt</li> <li>• Ward – Maureen and Graham can provide £1,000 – which must be matched by 33% UCPC funds</li> <li>• Hampshire – Andrew Gibson can provide £1,000 – which must be matched by 33% UCPC funds</li> </ul> <p>CE to check exactly what the formalities are for the TVBC grant, and conditions attached (e.g. is it repayable)</p> <p>It was agreed, that subject to preparation of budget, SG would request PC to apply for the TVBC Grant.</p> <p>CE to approach the Solar Farm</p>	<p><b>DC</b></p> <p><b>CE</b></p> <p><b>PC Chair</b></p> <p><b>CE</b></p>
7	<p><b>Draft Questionnaire</b>  <b>The Goodworth Clatford</b> questionnaire will be used as a template. C Eyre to prepare a draft for the next meeting and submission to the next PC meeting.</p> <p>Parish Clerk to open a SurveyMonkey account for the Advantage package.  (<a href="https://www.surveymonkey.co.uk/pricing/?ut_source=header">https://www.surveymonkey.co.uk/pricing/?ut_source=header</a>). This is £34 per month, so only to be opened when required</p>	<p><b>CE</b></p> <p><b>Parish Clerk</b></p>
7	<p><b>Document sharing</b>  <b>A Dropbox</b> folder will be established, with the following subfolders:</p> <ol style="list-style-type: none"> <li><b>1. Upper Clatford NDP</b> <ol style="list-style-type: none"> <li>a. Minutes</li> <li>b. Questionnaire</li> <li>c. Drafts</li> <li>d. Correspondence</li> <li>e. TVBC correspondence and information</li> <li>f. Case Studies <ol style="list-style-type: none"> <li>i. Goodworth Clatford</li> <li>ii. Kings Somborne</li> </ol> </li> </ol> </li> </ol> <p>All members of the SG will have read write rights.</p> <p>All material other than case studies will be on the UC Web Site (once the new one has been built) to meet transparency requirements.</p>	<p><b>CE</b></p> <p><b>Parish Clerk</b></p>
8	<p><b>Consultant</b>  A letter has been received from David Nicholson (<a href="mailto:plan@oldschool50.myzen.co.uk">plan@oldschool50.myzen.co.uk</a> and Tel: 01432 850117), the consultant used by Goodworth Clatford. CE to check with Peter Kiddle on experience and assuming it is positive, we will invite him to attend a SG meeting to discuss his role, cost etc.</p>	<p><b>CE</b></p>

The meeting closed at 19.30 and the next meetings were scheduled for:

- **Planning** – DC and CE – 1300 3<sup>rd</sup> April at the Crook
- **SG Meeting 2** – Friday 6<sup>th</sup> April at OMH
- **PC Meeting** – Wednesday 11 April