

# SHERFIELD ON LODDON PARISH COUNCIL



## NEIGHBOURHOOD PLAN WORKING PARTY

Minutes of NPWP meeting held on 25<sup>th</sup> January 2016

**Present** – Alan Ball, Bryan Jenkins, Jane Jordan, Anna Scott and Natalie Larner (Minutes)

### 1. Apologies

There were no apologies for absence.

### 2. Minutes of previous meeting: 12/01/2016

Draft Minutes of the meeting held on 12<sup>th</sup> January were approved for accuracy.

### 3. Matters arising from the Minutes & Review of Actions

There were no matters arising. All actions had been completed except:

- Leaflet deliveries would take place over the following two days NL
- The Housing Need Survey would be posted on PC website that evening. AB
- AB had updated the Forum list with those who had joined in January and had prepared the current NP newsletter, also to be posted that evening. AB
- Kirsty Rowlinson was yet to agree hard slides for display, with AB AB
- Character Assessment will be completed and circulated. As we are seeking feedback from the public at the Open Day – a full copy will be printed ‘in house’ for viewing, as well as sample pages put on display. JJ,AS  
NL had costed ring bound copies with one printer and would seek more. Final printing method will be discussed after 6<sup>th</sup> Feb. NL
- Community and Flooding sections of NP ongoing AB

### 4. Planning for Open Day 6<sup>th</sup> February

- a. AS led the meeting through the Open Day Session Plan, which she had updated and circulated following the meeting of the display group: AS, JJ and NL, held on 19<sup>th</sup> Jan.
- b. It was agreed that each member would prepare a brief bio for display and send to NL ALL
- c. Updated feedback forms were reviewed. AS would send to AB/NL for printing AS/AB/NL
- d. NL will provide trays/box for feedback forms NL
- e. AB will print signing in forms AB
- f. All members will prepare their own draft hard slides, circulate for comment and assess their printing requirements. ALL
- g. Meet on Tuesday 2<sup>nd</sup> Feb. to prepare displays. NL will take all display boards and try to book Garden Room for 2pm – 4pm. If unavailable, Breach Lane Chapel will be tried. NL  
JJ offered to store boards in her garage after the meeting. JJ
- h. AB will confirm availability of Main Hall for Friday evening set-up AB
- i. NL will confirm Garden Room availability for Tuesday 9<sup>th</sup> Feb 2.30 – 4:00 to collate feedback from Open Day. NL

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## 5. Draft NP update

- a. BJ has received the latest draft NP from Mick Downs (consultant) with his comments. BJ will produce a 'clean document' to be circulated and ready for Open Day. BJ
- b. Further amendments will follow after feedback from residents at the Open Day.
- c. Sections on Community Services & Facilities and Flooding to be completed AB
- d. Draft Policy on renewable energy eg. a policy on solar energy: to be discussed further. All
- e. The NPWP will now need to familiarise themselves with the latest version of NP All
- f. It was agreed that the next meeting will be dedicated to arranging displays on the boards and that NL will transport all the boards to the meeting.

## 6. Project Plan update

AS led members through Project Plan, reviewing deadlines. AS will update and circulate. AS  
AS is liaising on a montage of photos for the front cover of the Character Assessment before its completion date and will circulate drafts. AS

## 7. Sum up of agreed actions

Post Housing Needs Survey Report on website this evening Action AB  
Complete update of electronic NP Forum with new members and post News Update Action AB  
Co-ordinate volunteers to distribute Housing Needs Survey leaflets 26<sup>th</sup>/27<sup>th</sup> Jan Action NL  
Hard copies of Housing Survey placed in House Twenty8, White Hart, Four Horseshoes, Hair Affair, The Salon and Chineham Library – 26<sup>th</sup>/27<sup>th</sup> Jan. Action NL  
Ask Kirsty Rowlinson which hard copy slides she'd like to display Action AB  
Finalise Open day feedback forms Action AS  
Print signing in sheets for Open Day Action AB  
Character Assessment document to be completed, circulated, 1 copy printed 'in house' Action JJ  
Circulate updated Session Plan as result of this meeting Action AS  
Complete NP section on Community and Flooding Action AB  
Update and circulate Project Plan Action AS  
Rooms to be booked and times agreed for next meetings & Open Day set up Action NL, AB

## Meeting closed at 8.15pm

## 9. Date(s) of next meeting(s)

Tuesday 2<sup>nd</sup> February at 2:00pm – 4:00pm in Garden Room tbc NL  
Friday 5<sup>th</sup> February 7:00pm in Main Hall tbc AB  
Tuesday 9<sup>th</sup> February 2.30pm – 4:00pm in Garden Room tbc NL

All above venues and times have been confirmed.