

Amport Parish Council

Neighbourhood Plan Steering Group Meeting 6 Nov 23 Record of Decisions

Members Attendance:

Diana Stephenson (DS), Chair
Tim Grimshaw (TG), Secretary
Clare Hemmings Fox Rodney (CH), Weyhill Rep

In attendance:

Anthony Putt, proposed Weyhill Rep
Robert Talbot Rice, proposed Amport Rep
Geraldine Grimshaw, proposed East Cholderton Rep
Sharon De Bru (nee Brentnall) (SB), Consultant (Bluestone Planning) by Zoom

Apologies:

George Foster (GF)

1. **Introduction.** The Chair welcomed members to this, the sixth NPSG. The principal purpose of this meeting was to discuss Working Group ways of working; the Secretary had circulated draft Terms of Reference for the WGs before the meeting. The Chair recorded good progress in recent months; the Survey had provided a solid foundation for the NPSG's planning; the Community Engagement Meeting had been very successful; the NPSG representation had been strengthened (later agenda item). DS noted that the Neighbourhood Plan was important to shaping the future of development in the Parish. It would have legal status. SdB noted an NP would have equal standing alongside TVBC's Local Plan. DS noted the Parish had a Village Design Statement, which should be developed to provide greater detail on the Weyhill area of the Parish. **Action:** DS to consider with APC plans to develop the VDS.

2. **Record of Last Meeting and actions.** The meeting agreed the record of the last meeting on 14 Jul 23. **Action:** DS to provide a copy of the record to APC (Council) for information and for posting on the Council's website. TG summarised progress on actions from the meeting on 14 Jul 23 not covered elsewhere in the agenda:

- APC had approved the **NPSG's Terms of Reference** at their meeting on 17 Jul 23 and they had been posted on the APC website in the NP section. Action complete.

- The meeting agreed the benefits of a **Housing Needs Survey**; it would strengthen our understanding of the community perspective on future housing need, reinforcing views expressed in the NP survey; and it would provide TVBC with a more detailed picture, to help them focus efforts highlighted in the Local Plan (SdB noted TVBC's keenness for local advocacy of their HNSs). TG noted the HNS was paid for by TVBC and advocacy from the NPSG would be essential for community engagement. The meeting agreed to use the Community Engagement Meetings and social media for this campaign, emphasising the importance of 'your voice' being heard regarding future housing need. RTR recommended NPSG influence the questions in the HNS. TG agreed to circulate an example HNS Survey for NPSG Members to comment.

Action: TG to circulate an example HNS and cover provided by TVBC (Barton Stacey) and to coordinate the development of a local perspective to the survey by early Dec 23 to ensure we inform the Survey content and get the answers we need. **Afternote:** Example HNS material circulated to NPSG on 9 Nov 23. TG noted that TVBC would prepare a Report; SdB recommended that the draft Report is approved by NPSG/APC before being issued by TVBC.

Afternote: In earlier correspondence, TVBC had said that the HNS would be printed by TVBC and circulated by APC (NPSG WGs?). Typically, 3 weeks was allowed for completion, on line or in hard copy (*comment:* 4-6 weeks might allow better advocacy by APC, NPSG and the WGs). Our timelines might therefore be:

- agree format of survey and cover (perhaps adding Chair APC/Chair NPSG letter) by end Dec 23;
- advocacy of HNS by NPSG and preparation and printing of the survey by TVBC by end-Jan 23;
- survey delivery to parishioners by mid-Feb 24;
- completion by end Mar 24;
- TVBC Report at draft by end Apr 24;
- APC/NPSG approval of the draft by mid-May 24; Report issued by TVBC by end-May 24.

Action: TG to take forward plans for the implementation by TVBC of a HNS with a target of completion by end-May 24.

- DS noted that we had received conflicting advice regarding the **grant for consultant's support** for the development of the NP. Some had said the grant was a single payment, not repeating, and we had spent it. Further costs would have to be covered by APC, funded by the precept. SdB advised that, subject to NPSG agreeing a separate consultant for the design code scope (AECOM), TVBC would provide £8,000 for our own planning consultant. DS noted that meanwhile, APC had a contingency that could be used at least initially to fund the consultant's support. **Action:** DS agreed to resolve the grant situation and apply for sufficient funding through the precept.

- **Material from the first engagement meeting** had been provided in files of reduced size, which would be posted on the APC website. **Afternote:** the files were posted on 7 Nov 23. **Action complete.**

3. **Feedback from the Community Engagement Meeting 13 Sep 23.** TG noted that the feedback from the first Community Engagement Meeting on 13 Sep 23 had been agreed out of committee and posted on the website. CH suggested a second such meeting, along the same lines as the first, targeted on audiences in East Cholderton and Amport, with updates on progress and future plans (e.g. strengthened governance, progress of WGs, HNS proposals) and further attempts to obtain contact details for those interested in being kept informed. **Action:** GG to consider plans for a community engagement meeting in EC, likely at the Scout Hut, perhaps before end-Dec 23. RTR to consider a similar such meeting in Amport, perhaps in late-Jan 24.

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4. **Strengthening governance.** To strengthen governance, the meeting agreed that membership of the NPSG be extended to Geraldine Grimshaw (East Cholderton), Robert Talbot Rice (Amport) and Anthony Putt (Weyhill, taking over from Clare Hemmings), who would establish their own WGs. Focus now would shift to encouraging support for the Specialist groups; action on-going. DS welcomed them formally to the NPSG.

5. **Communications.** DS noted the importance of communication by every and any means, to help advocate for development policies. DS highlighted the strengthening body of information available on APC's website and noted the importance of photographic evidence to inform the maturation and validation of policies for the NP. The action to prepare a communications plan remains an important objective. **Action:** DS to prepare a Communications Plan, ideally with support from an expert in the field.

6. **WG Ways of Working.** TG noted that draft ToR for the WGs had been circulated for review by the Sec. DS noted that WGs were being asked to: find out what is important for the future development of the settlement/area; discuss, record and feedback to NPSG; engage with the community to inform and then advocate for the NP policies; and follow a code of conduct. TG noted that there was material that WGs would find helpful on the website and that the annex to the ToR showed potential scope for consideration by WG Chairs. SdB noted the consultant's role was to support the establishment of policies and options, for example by the WGs. The meeting recommended the NPSG Chair approves the WG ToR as presented. **Action:** DS to sign the WG ToR (also attached) and arrange for them to be published on the APC website.

7. **Future Plans.** TG outlined future plans:

- Continue to strengthen governance, with a new focus on the Specialist Groups – ToR and leadership.
- Community Engagement Meetings in late-23 and early-24.
- Establishment of the WGs to become effective.
- Continued community engagement, for example through the WGs, social media, day to day contact, and the website.
- Engage with and support TVBC as they conduct a Housing Needs Survey by end-May 24.
- Engage with and support AECOM as they conduct scope on design codes.

8. **Any Other Business.**

- **Code of Conduct.** TG explained that the NPSG ToR had included a code of conduct and asked SG Members to sign to say that they would agree to apply these ToR to their ways of working. All signed the Code of Conduct at the meeting. **Action:** TG to provide copy to Clerk APC for the record.

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- **Next Meeting.** The meeting agreed the next meeting would be at 7.30pm at Hunters Gate on Monday 29 Jan 24. **Action:** TG to convene next NPSG meeting.

Prepared by:

Tim Grimshaw
Sec NPSG
Nov 23

Approved by:

Diana Stephenson
Chair NPSG
Nov 23

Attached: WG Terms of Reference.