

Minutes of meeting on 12th Dec 2016 at 7pm in the Machin Room.

Neighbourhood Development Plan Steering Group Meeting.

Present: Kate Phillipson, Alan Leslie, Louisa Chamberlain, Mike Windsor, Bill Brewer, John Davis, Liz and Simon Watson.

Apologies: Sarah Fanthorpe-Green and Steve Counsell.

1. Minutes for last meeting were accepted. No further comments.
2. KP – Updates.

KP, AL, MW and LC went to meet with Graham Smith, Head of Planning at TVBC – notes and minutes of this meeting had been circulated. It was felt to be a good and reassuring meeting.

LC and KP went to meet with Jason Sergeant and his agent, Aaron Smith. AS has subsequently sent KP lots of documents regarding potential development of Jason's fields. JS was asked to decide whether he wished to remain on Steering Group – KP has asked him again and as there has been no further indication from him either way, it is assumed he does not want to be a member of the Steering Group.

JD and MW attended the Parish Council Meeting and JD gave report on Steering Group's activities to the Parish Council.

3. Vision – Feedback has been received from parishioners both via email and drop box. KP has all responses. Nothing negative was received. Comments were considered within the Meeting. "Land usage" addition to the Vision was discussed by AL and the Committee – it was not accepted as an addition to the Vision but the point was noted and should be addressed in the land appraisal. Another parishioner suggested the use of the word "clear" or "evident" instead of "manifest". There will be no change to the Vision having considered alternatives proposed. The Vision will be put forward to the Parish Council at the next meeting.
4. Objectives – This Agenda item brought forward discussion over the consultant Donna Moles – there was general dissatisfaction expressed about her current work for us. For example, her last work on Objectives was at least a 65% reproduction of her original draft document previously given to us. All her work seems very generic. This was seen as a disappointing outcome given our last meeting with her and concern was raised over the time it has taken to produce what she has. The "To do list" was just the original quote letter revamped without the costings. This was not what the Steering Group wanted despite KP clarifying with her our requirements. There had been problems with KP's computer corrupting the Land Appraisals she had sent Donna, but even after correcting this we have still not received complete corrections. KP has put a stop on paying her current bill. The Steering Group agreed that we are dissatisfied with her current work. The way forward was discussed. MW suggested arranging a face to face meeting with Donna to discuss her fee note and how she has charged versus delivery of work so far. KP will invite Donna to a meeting to provide accountability of her fees. KP will draft a letter and she will then email her. It was felt that the Group can continue work by drafting the Objectives ourselves. MW will look at Objectives in first instance and then distribute his draft for review. BB suggested a Saturday morning meeting to discuss and take further. KP asked JD to book Hall for 21.1.17 10-1 for

this purpose. If we are unable to move forward with Donna, there was discussion about how to get further help. It was felt we do not have skills to “go it alone” without help. BB stated we will “run out of money” at end of Jan 17 and will need to do another fund request. He will do this and does not feel this will be a problem.

5. Appraisals – we await further response from Donna. Local Green Space Designation – we may wish to consider designation and KP will look further in to this. KP will also look at a framework of pulling all the information together in to a coherent format.
6. Data Storage – SW has looked in to how to store our data. A “Drop Box” or “Microsoft One” are possibilities. Microsoft One allows a large storage space, capacity to upload large files, good for maps and photos etc. It works across Apple and Microsoft. This would cost £3.10 per user per month. Drop box would cost £100 per year. Microsoft One was the preferred possibility and we will look at set up at the Meeting on 21.1.17 with SW. SW was thanked for his computer expertise. BB would like bill for this computer service before Jan 17 - final decision will be sent to him via email to confirm purchase and invoice before Jan 17.
7. Public Meeting – needed, but we are not yet ready for one. Thruxton Times will be updated in the New Year.
8. AOB – JD – discussion needed with DM regarding £350 on account re one meeting that was meant to be one of her “free days.”

Hire of Machin Room – liaise with Heather to ensure that the cost of hire is set against Neighbourhood Plan on Parish Council accounts. The cost will be met from grant money. We are prepared as a Committee to pay late cancellation payments to Hall if needed.

BB stated that balance of grant money has to be repaid if not spent by end Jan 17. The money can be reapplied for.

LC asked about acquiring good quality maps with relevant permissions for use. KP informed meeting we have 7-10 hrs of mapping officers’ time from Test Valley – she will arrange a meeting in the New Year to get the above and offer it to those interested.

Meeting closed at 20:30