

Houghton Parish Local Development Plan
Steering Group meeting
Agenda for Monday 24 July 2017

1. Present
2. Apologies
3. Questionnaire
4. a. V1 review / discussion
b. discussion re layout / printing / IT version
4. AOB
5. Date and time of next meeting
- 6.

Houghton Parish Local Development Plan
Steering Group meeting
Agenda for Tuesday 15 August 2017

1. Present
2. Apologies
3. Minutes of the previous meeting
4. Matters arising
 - a. Additional group member
 - b. Launch timescale
5. Terms of reference
6. Housing survey update
7. Traffic survey update
8. Questionnaire
 - a. v2 review / discussion
 - b. discussion re printing / IT version
 - c. discussion re distribution and collection
 - d. analysis
9. AOB

Houghton Neighbourhood Plan (HNP) working group

Minutes of meeting held Tuesday 11 July 2017

Present

Bob Marshal (BM) - Chair

Alan Young (AY)

Lyn Adams (LA)

Sue Otten (SO)

1 Matters arising – see following record

2 Facilities

In the absence of any solution to a dedicated premises for the group to meet, work and store documents, it was decided to try and do without for the time being. The group would continue to meet in each other's houses / other, and would hold records and documents themselves. The situation will be revisited in December at which point any requirement to a change in practice can be discussed.

3 Additional group member

Those present felt that an additional group member would be an asset and provide further breadth of knowledge and expertise to the group however no personnel have thus far been identified as potential new member.

Action: All: recruit additional member

4 Launch timescale

The aim is to present the project to the village at the coffee morning in September.

Action: AY: to confirm date

All: presentation ideas

5 Financial

LA agreed to keep and maintain financial records for this project

6 Other business

- Questionnaire:

SO will have a draft ready for a meeting with AY and LA on 24 July. Any changes will be made and a subsequent version will be available for the next meeting.

Suggestions for topics within the questionnaire will also be collected from a 'Suggestions Box' at the village coffee morning ensuring that local concerns are reflected in the questionnaire.

It was agreed that the questionnaire would be piloted before dissemination around the village.

- **Housing Survey:**

LA and AY would discuss this at the PCC meeting later this evening and feedback.

Post meeting note from AY following PCC meeting: We had a presentation from Sarah Fordham who is a community engagement officer at TVBC. Sarah is looking into us using the impending housing needs survey, which the PC are carrying out for Housing action needs(?) to serve a dual role ie for the NDP and Housing action.

- **Traffic Survey:**

The group is keen to undertake a traffic survey but acknowledge that it must be undertaken in an acceptable and formal way to carry any weight.

Action: AY to d/w Andrew Gibson and /or Highways regarding process.#

- The group felt it would be useful to talk to local NDP leads on their experiences to date. BM offered to meet with Kings Somborne lead, Andrew Brock. SO offered to also attend.
- For personal reasons BM has resigned as Chair of the group. He would still like to be involved and remain part of the group but feels he does not have the resources for Chair at this time. AY was proposed (LA) and seconded (SO) to take over as Chair. The group thanked BM for his hard work to date.

Date and time of next meeting:

24 July 4.00 – Ashley House (questionnaire development)

15 August 4.00pm – venue TBC (HNDP group)

Houghton Neighbourhood Plan (HNP) working group

Minutes of meeting held 13 June 2017

Present

Bob Marshal (BM) - Chair

Alan Young (AY)

Llyn Adams (LA)

Sue Otten (SO)

It was decided unanimously that Bob Marshall would act as Chair of the working group.

1 Facility

It was felt that a designated office space would be needed to undergo this project so that all members of the working group can have access to all documents and files as and when required. It was acknowledged this space would need to be furnished with PC, printer/scanner/copier, wi-fi and have space for files etc.

Action: AY to enquire at Tiebridge

2 Committee

It was felt that the group would benefit from an additional member and that it would be useful to recruit someone from the north end of the village to ensure even geographical representation.

Action: All

3 Timescale for launch

It was felt that the group should launch the consultation process for the HNP at a village coffee morning in September.

4 Next actions

It was decided that following the launch, a questionnaire should be taken to each village household. The working group would review the questionnaires already implemented by East Tytherly, Kings Somborne and Chilbolton to establish if any or all of these could be adapted for Houghton.

Action: BM to obtain copies of questionnaires

It was felt that a housing survey would also be required. There was discussion about the necessity of repeating a survey already undertaken by the council and the possibility of using this for the HNP.

Action: BM to contact the 'housing officer' responsible for clarity on this situation

5 Administration

Petty cash /monies: it was agreed that the group would, from time to time, need access to monies for sundry items (paper, printer ink, etc) and also for more substantial sums (to cover professional advice etc).

Action: AY to ask PCC secretary what arrangements other parishes have agreed and put in place.

It was felt that the progress of the working group should be available to the village and it was suggested that the work / projects / reports should be uploaded either on to a new HNP website, or as an HNP page on the current village website.

Action: AY to discuss options and feasibility with PCC secretary

6 Actions for July / August

Read Local Plan:

Action: LA to contact PCC secretary to obtain a copy

Questionnaires:

Action: BM to obtain copies of Chilbolton and Kings Somborne and to contact Graham Smith at TVBC for any additional questionnaire information.

Action: All – produce Houghton Village questionnaire for September 2017

Coffee morning:

Action: All – consider what information should be available at the coffee morning in September to launch the Plan.

Eg what is a Neighbourhood Development Plan? Map of the village?

Memo for future meeting: traffic survey.

Date and time to next meeting: TBC

Website - add 'page' to
Village Website

Neighbourhood Plan

Working Notes

9 June 2017

1. Facility

Office
Computer
Other?

} - Revisit @ Xmas.

2. Committee

Another?

- ongoing - approach any
interested parties

3. Time Scale

Launch date September at a Coffee Morning

AY to find out date

4. Action

Immediately after above

Village Questionnaire

Housing Survey

TBC
after PC
meeting

Traffic Survey - need proper guidance to inc.
(Andrew Gibson)

As many consultations
as possible

SO, AY, LA to meet

→ draft questionnaire

it is questionnaire

5. Administration

Petty Cash? - LA to be Treasurer.

Minute Taking - Sue

1500

6. ACTION in July August

✓ Read Local Plan (get copy from Amy)

Samples of Village Questionnaire

Chilbolton

Kings Somborne

TVBC Graham Smith

Produce Questionnaire ready for issue late September

Liaison with Coffee Morning

Displays at Coffee Morning?

7. AOB?

Next Meeting

Tues 15th August 4PM

4PM 24th July - Questionnaire meeting @ Sue's

Version control.

- V.1 initial draft (+ date)
- V.2 Sample version - each to 3 people (+ date)
- V.3. Post Sample - to present @ coffee morning (+ date)
- V.4. Final Questionnaire

? Maybe 'tracking' in margin

One for each person on electoral roll.

knock on door - 1 per household
or more ?

+ script on paper asking if more
Q's are needed.