

# Claverham Future

## **Minutes: 10<sup>th</sup> December 2015 8pm Claverham Neighbourhood Development Plan**

**Attending:** Chris Moore, Roger Wood, Gary Barker, Nigel Cooper, Teresa Moore, Ann Gawthorpe, Dave Hayler, Jean Watson, Wendy Griggs.

**Apologies:** Helen Barker, Martin Jackson, Massimo Morelli, Debz Tidy, Clive Fletcher,

**Welcome:** Grace Earl of NS Times. Grace listened to our recent history and the various matters related to and around our NP. Nigel agreed to provide Grace with any further information she needed to advertise and report upon our plan. (This included current planning application information as directly or separately relevant to development in Claverham).

**N.B. Grace recorded the various dates we are committed to including our public meeting and these will be published.**

**Last Minutes:** Accepted

### **Main Survey Review of Content:**

Some points were raised. Inclusion of Claverham sign photo on front.. Nigel agreed to forward photo links from DropBox. <https://www.dropbox.com/s/224yf6q4jvpa8k0/02.JPG?dl=0> or <https://www.dropbox.com/s/a57ryy3v8tv1tje/01.JPG?dl=0> should do.

We must include the survey monkey Hyperlink as soon as possible in the survey once Gary to publish the link as known to Chris.

Roger raised the missing Allotments from 1.3 to be included.

Chris raised some wording style issues including adding in additional wording in 1.1, which Gary reminded us we had earlier removed to be concise.

Gary raised consistency matters such as all questions starting in the same way so as not to 'lead the answer'.

Ann raised matter in 2.2.7 to become "Allow three-storeys or higher to accommodate more?"

Chris wished to underline 'outside' in 2.2.1 (it will also have to be done in 2.2.2). Chris then wished to provide a separate heading for 2.2.3. Nigel explained that all questions in this sequence 2.2.1 to 2.2.12 are self-contained such that the "Outside our Settlement Boundary" questions are defined as such in the question, others are not location specific and could apply outside the settlement boundary (existing or new) or within it, there is one specific case of Claverham UTC. As Nigel was now so familiar with the document and could not follow what Chris was trying to do he asked Chris to take on the minor revisions and then add whatever additional headings he thought clarified 2.2.3 through 2.2.12. It was decided not to try and change the explanatory map in relation to concerns about their official colours in specific locations.

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Other minor additions that will be useful but are not to be mandatory answers are Post Code, Age Group (**Gary** to advise **Chris** of age banding to fit census data) and Email for sole purpose of contact in relation to NP.

The final revision needs to be tested A.S.A.P, we agreed Eddie would be a good guinea pig, so **Chris** is to please test the document with Eddie and Diana and pick up his commentary and then circulate his final version v. soon to **Gary** who will input the format into Survey Monkey to create the "hard copy" PDF for printing. **Chris** is to circulate the final e-copy of survey including maps as courtesy to our whole group.

**Gary** is to put forward to Chris a draft estimate for two years of Survey Monkey so **Chris** can chase a PO from YPC (Crispin).

**Gary** to open admin account for a number of interested parties to monitor response levels online (please include Nigel)

**Chris** to speak to **Debz** about printing or find another local printer (let **Nigel** know if a problem he will seek out a printer), receive estimate and arrange PO number from Crispin. Number of copies not discussed but (post meeting Suggestion) 500 copies, so that multiple copies can be left at properties if so desired.

**Ann, Jean, Wendy** Please discuss and arrange how the distribution on 4<sup>th</sup> January can take place and report back if any issues (Jean to act as recipient for survey printing or leave at Village Hall for collection? **Jean** is to decide).

## Programme for Survey:

- **12<sup>th</sup> December conclude revisions**
- **13<sup>th</sup> December meet Eddie and Diana (post meeting note: they are ready and willing) to review survey**
- **14<sup>th</sup> December to 23<sup>rd</sup> Publish Survey Monkey Version, Print up Final Copies.**
- **Christmas and New Year**
- **4<sup>th</sup> January Distribute Survey by Hand, with quick explanation**
- **15<sup>th</sup> January Return Deadline**
- **14<sup>th</sup> January NEXT MTG and chase up reminder if response low**
- **22<sup>nd</sup> January absolute final deadline after chase-up reminder**

**From 22<sup>nd</sup> to 29<sup>th</sup> January** we have input all hand filled documents to Survey Monkey, Volunteers are required. (**Nigel... Ann, Debz?**)

**FEBRUARY:** We have to pre-prepare the draft of the NP sections in anticipation. Once the survey is analysed it can be associated with key policies for the NP that have to be checked against the extant and remitted Local Plan policies/NPPF.

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**Nigel** agreed to try and pull together a draft document as far as it existed thus far.

We must all pull the document together and send draft to be published, just enough copies for public meeting and other parties such as YPC and NSC to review plus copies to leave at Village Hall/Poppies Melanies.

**Post mtg note by Nigel:** We may be relying on **Ann** for clarity of style and (Nigel suggests) we should allow her final editorial decision after sorting any legal process, a committee approach **will not** achieve the programme.

**THE PROGRAMME IS CHALLENGING BUT IS A ONCE-ONLY DASH; REVISION WILL BE SO MUCH EASIER. ALL ARE NEEDED TO TRY AND ASSIST THIS PROCESS.**

## **Next Public Meeting:**

Agreed date and time to be published by Grace Earl is 18th March 7:30p.m. Presentation at 8:00 followed by open commentary from the floor after reading at tables with drink and nibbles, it was agreed not to attempt a drop-in process that evening, though the document will necessarily be made available at places such as the Village Hall, Poppies and Melanies for people to comment upon (in a little book?)

**Catering:** It was decided that we would cater for 75-80 attendees. Any Drinks would be bought from the Village Hall; food brought in is ideally catered. **Gary** post meeting offered to approach a local friend who may be able to arrange the matter on a turnkey basis. One less thing for us to worry about is good. Gary will talk to the person and then to **Chris** to obtain knowledge of budget and to set up the PO process with Crispin.

## **YPC Liaison**

Site Allocation Local Plan/JSP **Roger** confirmed still no meeting arranged.

## **Court de Wyck**

**Nigel** update received from Angela Jones, we hope to have something for the draft NP in Late January but the output can always be deferred to the final document.

## **Budget:**

Allocating PO numbers and future expenditure. **Chris** will police this, there are now several POs needing to be started in the system, Survey Monkey, Printing, Catering.

## **Other Public or interested Bodies**

**Nigel's** draft of letter still requires schedule of statutory Consultees from Celia, she has been chased.



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## **AOB**

Claverham UTC is now deferred until 2017. **Nigel** has contacted and distributed.

**Next Meeting: 14<sup>th</sup> January 2015 8:00 pm**