

**Minutes of the Meeting of the Grateley Neighbourhood Development Plan (GNDP)
Steering Group held on 7 November 2022**

Present:

Julie Blakeman
Chris Mackenzie
Ian Wingfield
Simon Duffield
Tracey Pooley
Jane Lynch

Apologies:

Maureen Flood (TVBC Borough Councillor)
Vicky Rutherford
Amelia Bridges

Minutes:

Minutes of October Meeting

1. these were agreed as a true record of the meeting and accordingly signed off by the Chairperson and Secretary.

Chairperson's Update

2. The Chairperson made the meeting aware of the Over Wallop Parish Council's intention to place traffic calming measures at the junction where Old Stockbridge Road and Wallop Road join. This would deter traffic using the road into the village of Over Wallop and instead direct traffic down Old Stockbridge Road to the junction where it joins the A343 at Kentsboro. She advised that there was also the possibility of gating Salisbury Lane in Over Wallop to prevent traffic using it as a short cut.

Review of Initial Questionnaire Results.

3. There were 93 responses to the questionnaire out of a total of c.260 households contacted. The results have been collated and the information presented in PYE charts and detailed on an Excel spreadsheet. This information will be used to evidence the GNDP and included in the information of the various areas of the plan. It was agreed that a Thankyou letter note should be published together with the overview of results on the Grateley Parish Website.

This has now been actioned and is visible on grateley.net

Updates from the GNDP Leads

4. NDP Process – Jane has completed an expression of interest to Locality, a government body which provides grants to fund development of the GNDP and is in the process of making an application for a Basic Grant. Any monies approved must be spent by 31 March 2023 or these will be recinded and an application made un FY 23/24.
5. Sharon at Bluestone Planning has been contacted to informally request her assistance as a consultant to the GNDP. Group members will be updated on progress with this, once Sharon has been in contact.
6. The GNDP now has access to the Ordnance Survey Data Hub . Access arrangements will be provided to group members by email.
7. Overview of the Parish – Amelia provided an update and hopes to have the first draft of her paper ready in the coming weeks.
8. Infrastructure and Community – Jane has drafted out a plan for this topic and will be adding to this over the coming weeks.
9. There were no further updates.

AOB

10. Nothing to report.

Date of Next Meeting

11. The next Meeting will be held in the Village Hall at 7.30 on 5 December 2022. Members are requested to provide agenda items and an update on their appointed topics to Jane by 28 November 2022 for discussion at the next meeting.

Minutes Agreed

Julie Blakeman	Jane Lynch
Chairperson	Secretary
5 Dec 22	5 Dec 22

1. The meeting welcomed Councillor Maureen Flood to the meeting who offered to provide ongoing assistance and advice.
2. Steering Group members have signed forms of notification in respect of pecuniary interest in taking the plan forward and these will form part of the GNDP.

Committee Structure, Roles, and Responsibilities

3. The Group agreed the TORs at Annex A.
4. The Group agreed the following appointments:
 - Chairperson – Julie Blakeman
 - Vice Chair – Amelia Bridges
 - Treasurer – Vicky Rutherford
 - Secretary – Jane Lynch

Review of Questionnaire

5. The draft questionnaire was reviewed, and changes agreed. Ian Wingfield asked for final comments to be with him by noon, 4 October. Jane Lynch agreed to explore printing options and place an order with a local printer. Arrangements for the distribution of the questionnaires was agreed, anticipating that these would be delivered by 9 October. Completed questionnaires can be returned via the group's email account or hard copies dropped off at the village telephone box, monitored by Amelia or delivered to Jane's locked post box at 5 Downside Cottages.

6. Comms announcements regarding the questionnaire would be placed on Grateley.net, Grateley Facebook, Grateley Villagers WhatsApp and the Parish Magazine.

Review of Outline Development Plan

7. The Group agreed to the outline plan suggested by Ian Wingfield at Annex B. Members of the group agreed to lead on the following topics required to formulate the plan.

- GNDP process, legal context, and links to other plans – Jane
- Parish overview, boundary map, census, history, areas – Amelia
- Vision, objectives, policies, and evidence – Ian
- Environment and Landscape – Simon
- Development and Design – Chris
- Infrastructure and Community – Jane

8. Topics covering Communication & Consultation and Community Projects and Aspiration still require a lead member to be appointed.

9. Maureen Flood provided advice regarding TVBC funding and the appointment of a consultant to guide us through the completion of the GNDP. Jane agreed to touch base with TVC Senior Neighbourhood Planning Officer, Sarah Hughes regarding applying for a funding grant and then to seek the appointment of a consultant.

10. It was agreed that each member would provide agenda items and an update on the progress on their appointed topic to the Secretary by **31 October 2022** for discussion at the next meeting

Date of Next Meeting

11. The next meeting will be held in the village hall at 7.30pm on 7 November 2022.

Minutes Agreed:

Julie Blakeman
Chairperson
7 November 2022

Jane Lynch
Secretary
7 November 2022