**Alvington NDP Meeting Minutes - 24th APRIL 2017**

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| **Attendees**: |  |
| Kate BOUGH (GRCC) Alan HASLAM  Alec DAVIS John WOOD |  |
| Verlie EAGLES Margaret HARRIS    **Apologies:** Keith HAYLOCK, Gary COLLIER and Eric ROBSON    ***Copy***: Emma MONEY |  |
| **Meeting Location**: Alvington Village Hall, Glos. **Start**: 13:30 pm | **Finish**: 15:00 pm |

Correction to last month’s (March 2017) minutes: Apologies. Omitted to add Gary COLLIER.

**Next Meeting: Monday 5th June 2017, at 13:30 Village hall.**

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| **Item** | **Actions** | **Who** | **Date Raised** | **O/L Complete** |
| 1          2                                3      4. | **PARISH ON LINE**  Budget add  Useful for mapping  Will require training.  Ask Parish if they will pay    **NEW CHAIRMAN REQUIRED FOR NDP.**  As Gary COLLIER has resigned chairmanship of parish council    Alan HASLAM new Chairman of NDP in line with his position as new chairman of Parish Council    Alan still awaiting Laptop from Gary will pursue.    Newsletter on publisher **URGENT** results of last years open day to be published to electorate.          Newsletter could be included in budget ASAP.    **Priority** publish long outstanding NEWSLETTER on White Paper for maximum impact.    **STEERING GROUP MEMBER RESIGNATION**  Letter received from Tony ISMAY due to other commitments.    **BUDGET**  Find all receipts and submit.    Village Hall Open Day £75 Terry JONES to send invoice to Emma M.    Budget revised.    Display boards for open day no invoice submitted or received, Gail T.    Contact Kirkwells for a quote – Draft Policy and Plan.    Invoice Verlie EAGLES not shown on budget? Advise    Total spend to date £1,497.48  Contingency £250    HRA screening costs required. | Alan H.          Kate B.    Alan H.          Alan H            Kate B.    Statement        Statement      ALL    Emma M    Kate B    Emma M    Kate B    Emma M    Kate B  Kate B    Kate B | 24th Apr          24th Apr    24th Apr          ~~16~~~~th~~ ~~Nov~~  ~~16~~~~th~~ ~~Jan~~  6th Feb  13th Mar  24th Apr    24th Apr    24th Apr        24th Apr          24th Apr    24th Apr    24th Apr    24th Apr    24th Apr    24th Apr  24th Apr    24th Apr | Complete    Complete                                  Closed                              Closed  Closed |

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| 5.                                  6          7                        8          9                  10 | Projected Total Budget –    Another open day event cost to be scoped.    **EVIDENCE OF ALL WORK UNDERTAKEN AND**  **DOCUMENTED**  To be stored in one place with a back up.    Priorities for draft plan.    Policy writing approx £3K by Kirkwells    \*Compile plan £1,100 by Kirkwells    2nd Event    NPEARS – National Planning ……. Kate B to advise    Regulation 14 - 6 week consultation they will feed back what is weak.    Statements £1,100 by Kirkwells    \*Could be compiled locally by steering group?? Time consuming?    **PROJECT PLAN**  **Up to date. Group to decide how does it work.**    **Realistic time scales**    **BUSINESS SURVEY.**  Circulated v5 to Steering group members.    Up load Survey sheet to Alvington WEB SITE. Also village notice board.    Updated Project Plan v2 to be up loaded to WEB SITE.      Village hall notice board also, as we need to identify all stakeholders.      Around 60 businesses both large and small have been identified on a draft list in the Alvington Parish which needs to be contacted.    **ALVINGTON PARISH CHARACTER APPRAISAL 2017**  An initial draft of 16 pages presented by Alan HASLAM for review. More work required to complete    To be reviewed.    **HOUSING ASSOCIATION**  Contact Two Rivers to obtain if any waiting list for Alvington, note this was also referred to at a recent Parish Council meeting.    Garages in Garlands Road is their waiting list as a number of units are empty and could be rented out to make a return for Two Rivers.    Open space around the garages. Statement will it be retained as an open space.    **OPEN GREEN SPACES.**  Everyone to identify known open spaces for example the VILLAGE GREEN in front of the Globe Inn.    Community to agree what is an open space and locations. NDP guidelines to define areas. | ALL        Statement    Kate B    Kate B    Statement    Statement    Kate B    Kate B    Kate B    Statement      Statement          Statement    Emma M      Emma M      Alan/Gail      Statement        Statement      Alec D      Alan H      Alan H      Statement        ALL      ALL | 24th Apr        24th Apr    24th Apr    24th Apr    24th Apr    24th Apr    24th Apr    24th Apr    24th Apr    24th Apr      24th Apr          24th Apr    24th Apr      ~~8~~~~th~~ ~~Mar~~  24th Apr    ~~6~~~~th~~ ~~Feb~~  24th Apr    24th Apr        24th Apr      24th Apr      24th Apr      24th Apr      24th Apr        24th Apr      24th Apr | Closed                        Closed                    Closed |
| 11                    12 | **NEXT MEETING AGENDA initial draft ITEMS**  New timetable – project plan  Budget to agree for next 6 months    Agree Timetable    Draft Plan before Christmas    Date of next NDP meeting – **Monday 5th June 2017**        ***Attachments:***   1. Alvington NDP steering group (Contact details) v12      1. Alvington BUSINESS survey v5      1. Draft Alvington NDP Project Plan v2       ***Copy:*** File | ALL  ALL    ALL    ALL    Statement | 24th Apr |  |