

# Alvington NDP Meeting Minutes - 13<sup>th</sup> MARCH 2017

**Attendees:**

Kate BOUGH (GRCC)  
Alec DAVIS  
Eric ROBSON

**Apologies:** Keith HAYLOCK, Alan HASLAM, Margaret HARRIS and Verlie EAGLES

**Copy:** Emma MONEY

**Meeting Location:** Alvington Village Hall, Glos.                      **Start:** 13:30 pm                      **Finish:** 15:00 pm

**Objective:** Review Business Survey detail, budget, project plan update and next steps.

**Next Meeting:** Monday 24<sup>th</sup> April 2017, at 13:30 Village hall.

Item	Actions	Who	Date Raised	O/L Complete
1.	<p><b>BUSINESS SURVEY.</b> Alvington Neighbourhood Plan Business &amp; Employment Survey (v4)</p> <p>Up load to Alvington WEB SITE. Also village notice board.</p> <p>Village hall notice board also as we need to identify all stakeholders. Could then be downloaded to submit. Need a mailing address of a steering group member.</p> <p>Alternatively Survey could be filled in during distribution by Steering group member. Need to add steering group members name to top of sheet. Or left with business for collection not later than 2 weeks from receipt, record date distributed. Only a simple one page survey.</p> <p>Obtain views of businesses, Farmers and any proposed diversification plans for the future. Any proposed plans to be identified and listed.</p> <p>Around 60 businesses both large and small have been identified on a draft list in the Alvington Parish which needs to be contacted. NOTE not all local businesses identified, please identify any missing names.</p> <p>The Steering Group comprises of 20 members, so the plan is to ask ALL members to help with the survey (list to be provided) of businesses local to where they live, an average of 3 businesses per member. Please advise if you cannot help.</p> <p>Meet Forest of Dean District Council Planners in New Year with draft conformity.</p>	<p>Kate B.</p> <p>Gary C.</p> <p>Gary C.</p> <p>Kate B.</p> <p>ALL</p> <p>ALL</p> <p>ALL</p>	<p>16<sup>th</sup> Nov</p> <p><del>16<sup>th</sup> Nov</del> <del>16<sup>th</sup> Jan</del> 6<sup>th</sup> Feb</p> <p>6<sup>th</sup> Feb</p> <p>6<sup>th</sup> Feb</p> <p>6<sup>th</sup> Feb</p> <p>6<sup>th</sup> Feb</p> <p>8<sup>th</sup> Mar</p> <p>8<sup>th</sup> Mar</p>	<p>Complete</p>

2.	<b>BUDGET.</b> Kate B to speak with Emma MONEY re budget and details of £749 spend to date, up to end of October 2016.	Kate B.	8 <sup>th</sup> Mar	
	Kirkwells Track record of NDP's planners experience in Rural areas. See attached Mitcheldean NDP support document for reference.	Statement	8 <sup>th</sup> Mar	
	Consider asking "Kirkwells" Draft Plan Quote including VAT £2,500 Draft Plan "Kirkwells" Kate B to provide details.	Kate B.	8 <sup>th</sup> Mar	
	£1,500 Statements, Basic conditions, Consultation statement. £700 (HRA) = Habitats Regulation Assessment screening. £0 (SEA) = Strategic Environmental Assessment FDDC provides free. £750 + VAT (NIPERS) = National planning institute for examiners. Kate B to provide full abbreviation details.	Kate B. Kate B. Kate B. Kate B. Kate B.	8 <sup>th</sup> Mar 8 <sup>th</sup> Mar 8 <sup>th</sup> Mar 8 <sup>th</sup> Mar 8 <sup>th</sup> Mar	

	£375 Health check near end of full budget, one (1) day check to make sure it will pass examination	Kate B.	8 <sup>th</sup> Mar	
	Revised budget to be sent out for review	Kate B.	8 <sup>th</sup> Mar	
		Kate B.	8 <sup>th</sup> Mar	
3.	<b>APPRAISAL AREAS.</b> Parish split into eight (8) areas.	Statement	27 <sup>th</sup> June	
	Must be kept separate and very important character assessments. Material Evidence for planning applications. Photos must be of a very high quality, may need retaking in the spring.	Kate B	16 <sup>th</sup> Jan	
		ALL	16 <sup>th</sup> Jan	
	Added information allowed and updates to appraisals. To be ready for the NDP April 2017 Meeting	Alan H.	16 <sup>th</sup> Jan	
4	<b>NDP PROJECT PLAN.</b> Update plan for circulation.	Kate B.	8 <sup>th</sup> Mar	
	Updated Project Plan to be up loaded to WEB SITE.	Gary C.	8 <sup>th</sup> Mar	
5	<b>OPEN GREEN SPACES IDENTIFY.</b> List in NDP Once designated cannot be built on. Forest waste – open green space. Aspect views, which do you value.	Statement ALL Statement ALL	17 <sup>th</sup> Oct 17 <sup>th</sup> Oct 17 <sup>th</sup> Oct 17 <sup>th</sup> Oct	
	<b>Open Spaces.</b> List must be generated. Everyone on Steering Group to list places. Clearly identify open space areas on Maps. Village Green one example outside Globe Inn, Another example area in front of Garages in Garlands Road. Garlands Road, two areas protected spaces, if council designate, village, may not agree, highlight designated green spaces, size etc, ownership. Clanna Ponds Forest waste? Protected? Forestry Commission – designation mark all areas on maps in the Alvington Parish. Email evidence required.	ALL ALL Statement	16 <sup>th</sup> Jan 16 <sup>th</sup> Jan 16 <sup>th</sup> Jan	
		Eric R.	16 <sup>th</sup> Jan	
6	<b>OPEN DAY – October 2016</b> Kate BAUGH questioned if open day results have been published and circulated in the "Alvington News", and event analysis to "Web Site" as it's important to keep residents informed.	Gary C.	16 <sup>th</sup> Jan	

<p>7</p>	<p><b>NEXT MEETING.</b></p> <ul style="list-style-type: none"> <li>• Audit of evidence spreadsheet. Themes, evidence □ Whose has information and in what format?</li> <li>• All information to be consolidated in one location.</li> <li>• Parish Laptop.</li> <li>• Any hard copies will require scanning to enable electronic transfer.</li> <li>• Evidence under themes i.e. Traffic</li> <li>• Maps. What how stored copied scanned or sourced. Keith HAYLOCK has ideas on how to obtain very good quality images.</li> <li>• Appraisals. Photos must be of a very high standard.</li> <li>• Appraisals. Detailed scale, height, terrace, house bungalow, tiles. Slates, Bricks, Forest Stone, Rendered etc, See Alvington Character Appraisal 2007 for reference.</li> <li>• Flooding namely in Clanna Lane and on A48 Main road identify on Map. Hard evidence Photo's. Old ponds in Clanna Lane also to be identified on Map/s.</li> <li>• Housing what if any additional clearly identify.</li> </ul> <p><i>Clubs.</i> Sports Facilities, Football, Cricket, Dog Training, List to be developed. Who uses, frequency, what age groups &amp; how many.</p> <p><i>Community Facilities and Assets</i> List in village newsletter when compiled Village Hall for example, who uses, what age groups and how many. Telephone Box, Village playing field etc</p>	<p>Statement ALL ALL</p> <p>Statement ALL ALL</p> <p>ALL</p> <p>ALL</p> <p>Eric R.</p> <p>Gary C. Eric R.</p>	<p>16<sup>th</sup> Nov 16<sup>th</sup> Nov 16<sup>th</sup> Nov</p> <p>16<sup>th</sup> Nov 16<sup>th</sup> Nov 16<sup>th</sup> Nov</p> <p>13<sup>th</sup> Mar</p> <p>13<sup>th</sup> Mar 13<sup>th</sup> Mar</p>	
	<p><i>Budget.</i> Confirmation of budget and discuss next 6 months plan</p> <p>Emma M to advise if sent report to locality, any monies return?</p> <p>Emma M to speak and work with Kate B re applying for next round of funding.</p> <p>Who is going to do draft plan quotes with correct qualifications and other reports. Needs identifying.</p> <p>Priorities list in order.</p> <p>Footpaths differentiate more clearly ready for next open day. Also all steering group members to identify any accessibility problems and or signposting issues ideally with photos of location. Please send in advance or bring to next meeting 24<sup>th</sup> April. See attached BS 5709.</p> <p><b>POST MEETING</b> HRA to be discussed at the next meeting.</p>	<p>Kate B.</p> <p>Kate B.</p> <p>Kate B.</p> <p>Statement</p> <p>ALL</p> <p>ALL.</p> <p>Kate B.</p>	<p>13<sup>th</sup> Mar</p> <p>7<sup>th</sup> Apr</p>	<p>24<sup>th</sup> April</p> <p>24<sup>th</sup> Apr</p>

8	<b>AOB</b> <ul style="list-style-type: none"> <li>• Open Day Consultation Summary (previously circulated) □ What you like what to improve.</li> <li>• House Prices</li> <li>• Severn Bridge Tolls</li> <li>• Environment</li> <li>• Tranquil location</li> <li>• Small service village</li> <li>• Accessibility</li> </ul> <p>Heritage sites and buildings even if not listed – Complete list to be drafted. I.e. Old Parsonage, Mikla Bridge &amp; Swan Hill Pac bridge.</p> <p>Vision inside and outside village, for next open day.</p> <p>Date of next NDP meeting – <b>Monday 24<sup>th</sup> April 2017</b></p>	ALL	16 <sup>th</sup> Jan	
		ALL	16 <sup>th</sup> Jan	
		Verlie E	16 <sup>th</sup> Jan	
		ALL	16 <sup>th</sup> Jan	
		Statement	13 <sup>th</sup> Mar	Complete

**Attachments:**

- 1) Alvington BUSINESS survey – questionnaire v4 ~ 13<sup>th</sup> April 2017
  - a) Alvington Past, Present and Future A5 leaflet side 2 – back up details for survey questionnaire.
- 2) Draft Alvington NDP Project Plan v2 ~ 7<sup>th</sup> April 2017
- 3) Mitcheldean Neighbourhood Plan Support Package 09.08.16
- 4) British Standard BS 5709:2006 for Gaps, Gates & Styles.

**Copy:** File