

Minutes of a Public Meeting to elect a Parish Plan Committee

Held: at 7:00pm on 23 May 2006, in the Scout Hall, Martins Fields
Present Cllr Jeremy Dolphin, Chairman of the Parish Council
Cllrs Jean Millar and Adrian Walmsley, Parish Council nominees to
the Parish Plan Committee
30 members of the public

Cllr Dolphin, in the chair, welcomed members of the public to the meeting.

He introduced the reasons for and potential benefits of a Parish Plan project, citing the positive experiences of other parishes.

He stressed how important it was that the committee represent all parts of the community, in particular the different geographical areas of Compton Street, Compton Down, Southdown and Shawford.

At its meeting on 2 May 2006, the Parish Council had established an initial constitution for the Parish Plan committee, based on a specimen from the Countryside Agency. This constitution calls for a Parish Plan steering committee of 12 people, with powers to co-opt more.

From the members of the public present, and those who had sent apologies but were unable to come to the meeting, there were eleven volunteers to serve on the Parish Plan steering committee:

Peter Betts
Jonathan Bliss
Eric Caldwell
Susie Evershed
Sue Harding
Colin Jones
Jean Millar
Richard Skipper
Adrian Walmsley
Terry Wilson
Andrew Witt

Cllr Dolphin regretted the lack of representation from Shawford village and hoped that one or more people from Shawford would volunteer to join the committee later.

As the number of names put forward was less than the 12 allowed for on the committee, a competitive ballot was not required.

The motion was put to the meeting that the eleven above-named be elected en bloc to the Parish Plan Steering Committee, proposed by John Griffith, seconded by Valerie Roberts and passed *nem con*.

Carol Chaplin-Rogers has since volunteered to join the committee.

The committee agreed that it would elect its chairman and other officers at its first meeting.

Peter Betts agreed to arrange and host the first committee meeting, which is to be held on 27 June 2006.

A D Walmsley,
29 May 2006



**Compton & Shawford
Parish Plan Committee
MINUTES**

**Minutes of the First Committee meeting
Held at 7:30pm 27 June 2006 at Compton Down, Hurdle Way**

Attendance:

Moira Beckett,
Peter Betts,
Jonathan Bliss,
Eric Caldwell,
Carol Chaplin-Rogers,

Susie Evershed,
Susen Harding,
Colin Jones,
Jean Millar,
Simon North,

Adrian Walmsley,
Terry Wilson,
Andrew Witt

Apologies:

Richard Skipper

	Agenda Item	Action	
		By	Date
1.	Welcome and introductions		
2.	Apologies: none		
3.	Outline of the principles of a Parish Plan and Village Design Statement Peter Betts summarised the aims and objectives of the project		
4.	<p>Election of chairperson, officers</p> <p>Peter Betts, chairman – proposed Terry Wilson, seconded Jean Millar, elected unanimously.</p> <p>The following were elected <i>nem con</i>:</p> <p>Officers:</p> <p style="padding-left: 40px;">Andrew Witt: Vice chairman Colin Jones: Treasurer Jonathan Bliss: Deputy Treasurer Adrian Walmsley: Secretary Susie Evershed: Deputy Secretary</p> <p>Other posts</p> <p style="padding-left: 40px;">Eric Caldwell: Volunteer co-ordinator Susen Harding: Disability rep TBD: Publicity</p> <p>Moira Beckett, Carol Chaplin-Rogers and Simon North, who had come forward since the public meeting on 23 May, were formally co-opted onto the committee.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Establish website with reference material for the committee • Talk to Parish Clerk re funding, open bank account for the committee 	<p>AW</p> <p>CJ</p>	<p>Next mtg</p> <p>Next mtg</p>
5.	<p>Agree Committee's constitution</p> <p>After reviewing the initial constitution provided by the Parish Council, the following small changes were agreed unanimously:</p> <ol style="list-style-type: none"> a. Increase membership from 12 to 14 to allow for more balanced participation from the different areas within the parish b. Include Deputy Secretary, Deputy Treasurer as officers of the committee. c. Amend the quorum necessary to transact business from "5 members" to "7 members of whom at least 3 of whom should be officers" 		

Compton & Shawford Parish Plan Committee
Minutes of meeting dated 27 June 2006

	Agenda Item	Action	
		By	Date
6.	<p>To discuss an outline plan of action for the Parish Plan - Open days and Questionnaires</p> <p>Andrew Witt stressed the desirability of doing this in the Scout Hall while the evenings are still light.</p> <p>We will need to find volunteers to encourage residents to complete the questionnaires.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Circulate sample questionnaires from other parishes (electronically for those able to receive email) • Review sample questionnaires and bring views to next meeting • Circulate soft copy map(s) of the parish • Check whether we can get help with surveys and questionnaires from local colleges and schools by linking with one of their projects 	<p>AW</p> <p>All</p> <p>SE</p> <p>MB</p>	<p>ASAP</p> <p>Next mtg</p> <p>ASAP</p> <p>Next mtg</p>
7.	<p>To discuss an outline plan of action for the Village Design Statement - Open days and Questionnaires</p> <p>This is best done by working with the residents associations who should already be conversant with planning issues in their parts of the parish.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Establish contact with the various residents' associations with a view to forming a subcommittee to work on the VDS • Establish contact with WCC (through Steve Opacic, Head of Strategic Planning) to start to understand how we can work with them and how to produce a VDS that can be adopted as a Supplementary Planning Document. 	<p>TW</p> <p>TW</p>	<p>Next mtg</p> <p>Next mtg</p>
8.	<p>To agree appropriate Village representation by area, gender and age etc.</p> <p>With the members co-opted since the public meeting on 23 May, the committee was now reasonably balanced across the different areas of the parish. Women represent just over a third of committee members. We would have liked more, younger members, and view it as important to involve younger residents as volunteers and in the subcommittees which will be formed.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Look for younger people who might be persuaded to help in some capacity. 	<p>All</p>	<p>Next mtg</p>
9.	AOB		
10.	<p>Date and place of next meeting</p> <p>In order to keep up the project's momentum, and try to achieve at least one Open Evening before the clocks go back, three further meetings were scheduled. It was accepted that with a committee of 14, it is unlikely that everyone will be able to attend every meeting.</p> <p>Planned meetings, all 7:30pm:</p> <p>Thursday 10th August at Susie Evershed's house: Compton Close, Cliff Way.</p> <p>Thursday 7th September</p> <p>Monday 9th October</p> <p>Notes:</p> <p>Parish Hall closed for redecoration in August, not available August 10th.</p> <p>Peter Betts is willing to host the September and October meetings.</p>		

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**Compton & Shawford
Parish Plan Committee
AGENDA**

**Agenda for the Second Committee meeting
To be held at 7:30pm 10 August at Compton Close, Cliff Way**

	Agenda Item
1.	Apologies
2.	Minutes of last meeting (Please bring your own copy!) (available at http://compton.parish.hants.gov.uk/ParishPlan/Main/Meetings)
3.	Matters arising not covered elsewhere on the agenda including progress report on action items from the minutes. Notes on completed actions: <ol style="list-style-type: none"> a. The website has been set up at http://compton.parish.hants.gov.uk/ParishPlan/ or http://shawford.parish.hants.gov.uk/ParishPlan/ b. As promised, Susie Evershed has distributed a map of the parish by email to committee members. c. One of the officers at WCC kindly prepared a map showing the parish boundaries. This is at http://compton.parish.hants.gov.uk/ParishPlan/Main/Maps. The dark green is the local gap. The outlined areas represent the H3 boundaries (which were H2 under the previous local plan). For copyright reasons this web page is password protected.
4.	Progress with the Parish Plan
5.	Progress with the Village Design Statement
6.	Development of the Village Questionnaire by all committee members To get ideas on the questionnaire to be sent to all within the village see Google – insert 'Parish Plan question' (or put in 'questionnaire') and see some of the 'hits'! Links to questionnaires are at: http://compton.parish.hants.gov.uk/ParishPlan/Main/References
7.	To discuss an outline plan of action for the Parish Plan: Open days and Questionnaires
8.	To discuss an outline plan of action for the Village Design Statement: Open days and Questionnaires
9.	AOB
10.	Date and place of next meetings Subsequent meetings already planned, both at 7:30pm: Thursday 7th September Monday 9th October

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Compton & Shawford Parish Plan Committee
Minutes of meeting dated 10 August 2006

	Agenda Item	Action	
		By	Date
5.	Progress with the Village Design Statement – see item 7		
6.	<p>Development of the Village Questionnaire</p> <p>a. It was suggested, and agreed, to offer a random prize of, say, £75, encourage people to complete the questionnaire</p> <p>b. Return rate: PB suggested that a reply from 66% of the households would be a good response rate. Giv Thornton to check typical range of responses to other parish questionnaires.</p> <p>c. Processing questionnaires: GV to check what other parishes have done. ADW to check with Otterbourne, who have already offered to share their experience with us.</p> <p>d. Richard Skipper cautioned that it may be more cost effective to pay people (students?) to key in the questionnaire results rather look for some high-tech solution of automatic computer mark recognition</p> <p>e. Questionnaires v Open Days: GV reported that some questions, particularly those involving maps, were better handled in person at an open day rather than through a questionnaire.</p> <p>f. Question Style: questions should be unbiased; a mixture of open and closed/multiple choice questions is desirable.</p> <p>g. Committee agreed to offer short briefings to local groups (Sapphire Club, Ladies Guild etc) and collect suggestions for questions</p> <p>h. Questionnaire responses: to be decided at the next meeting how best to collect input from several people in a household.</p> <p>i. Susen Harding asked that the questionnaires be accessible to people with impaired vision. Peter Betts suggested that we offer assistance to people who would like help in completing the questionnaires</p>	<p>GV</p> <p>GV ADW</p> <p>TBD (PB)</p>	
7.	<p>To discuss an outline plan of action for the Parish Plan: Open days and Questionnaires</p> <p>It was agreed that committee members, except those working on the Village Design Statement, would work in pairs on sections of the questionnaire. Pairings are:</p> <p>a. Jonathan Bliss and Susie Evershed: <i>Household demographics and Social, leisure and recreational</i></p> <p>b. Adrian Walmsley and Susen Harding: <i>Village Amenities and Transport</i></p> <p>c. Peter Betts and Moira Beckett: <i>Children and Youth needs and amenities and Parish Communication and Local Business and Employment</i></p> <p>d. Andrew Witt and Colin Jones: <i>Law and order, antisocial behaviour and Environment</i></p> <p>e. Jean Millar and Eric Caldwell: <i>Health and Community Services and Services (gas, electricity, telephone, broadband, waste and recycling)</i></p> <p>Questions to Peter Betts by Sunday 3rd September ready for the next meeting</p>	All	3/9
8.	<p>To discuss an outline plan of action for the Village Design Statement: Open days and Questionnaires</p> <p>a. Terry Wilson had emailed chairs of all residents' associations. No response. Richard Skipper did not recall having received such an email. TW to chase.</p> <p>b. Terry Wilson, Simon North, Richard Skipper and Carol Chaplin-Rogers to form a subcommittee to work on the VDS.</p> <p>c. Terry Wilson asked for suggestions for sources of expert planning input.</p>	<p>TW</p> <p>All</p>	

Compton & Shawford Parish Plan Committee
Minutes of meeting dated 10 August 2006

	Agenda Item	Action		
		By	Date	
9.	<p>AOB</p> <p><i>From the Winchester City Council Parish Connect Newsletter March 2006:</i></p> <p>The City Council has recently appointed a new Community Development Manager, Steve Lincoln. Steve's role involves managing a team with responsibility for community development, grants and funding advice, community safety, anti-social behaviour and the Neighbourhood Warden scheme. He also has some responsibility for community planning, CCTV and the Council's work with young people. Specific areas in which Steve and his team may be able to help parishes include:</p> <ul style="list-style-type: none"> • Parish or Town Plans • Grants and support / advice for village halls and community buildings • Grants to community clubs, societies and voluntary organisations • Funding advice for community groups and activities • Establishment or development of youth councils • Tackling anti-social behaviour <p>If you would like to contact Steve please email slincoln@winchester.gov.uk or telephone 01962 848 110</p> <p>The secretary had been contacted by Andrew Talbot, Managing Editor of Aqueous Publishing, based in Weston Super Mare, offering assistance with preparing and/or printing our Parish Plan. Indications are that their prices are roughly in line with what St Mary Bourne paid for theirs. As and when we are seeking quotes for printing our Plan, these could be one of the people we invite to tender. See www.aqueous-publishing.co.uk</p> <p>Moira Beckett reported that Kings School would like to help but need to know specifically what they might be asked to do.</p> <p>GT suggested the use of postcards to invite people, especially young people, to open days or consultation workshops. A short questionnaire could be printed on the reverse which they could either bring to the workshop or send in if unable to attend</p> <p>It was suggested that we give children/young people a blank sheet of A4 and invite them to write down what they like and don't like about the village. This has worked well elsewhere.</p> <p>It was agreed that the Open Days need to be held in different locations around the village and also offer people a choice of times: weekday evenings or daytime at the weekend.</p>			
10.	<p>Date and place of next meetings</p> <p>Planned meetings, all 7:30pm:</p> <p>Thursday 7th September hosted by Peter Betts, "Compton Down", Hurdle Way.</p> <p>Monday 9th October</p> <p>Monday 6th November</p>			

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**Compton & Shawford
Parish Plan Committee
AGENDA**

**Agenda for the Third Committee meeting
To be held at 7:30pm Thursday 7 September
at Peter Betts' house: Compton Down, Hurdle Way**

	Agenda Item
1.	Apologies
2.	Minutes of last meeting (Please bring your own copy!) (available at http://compton.parish.hants.gov.uk/ParishPlan/Main/Meetings)
3.	Matters arising not covered elsewhere on the agenda including progress report on action items from the minutes.
4.	Progress with the Parish Plan questionnaire Links to other questionnaires are at: http://compton.parish.hants.gov.uk/ParishPlan/Main/References
5.	Application for a Youth grant from the Local Network Fund
6.	Suggestion for a Young Persons Focus Group
7.	Progress with the Village Design Statement and appropriate representation across the Parish
8.	To discuss an outline plan of action for the Parish Plan – Open days and Questionnaires
9.	To discuss an outline plan of action for the Village Design Statement – Open days and Questionnaires
10.	AOB
11.	Date and place of next meetings Subsequent meetings already planned, both at 7:30pm: Monday 9th October Monday 6th November

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**Compton & Shawford
Parish Plan Committee
MINUTES**

**Minutes of the Third Committee meeting
Held at 7:30pm 7 September 2006 at Compton Down, Hurdle Way**

Attendance:

Peter Betts,	Susie Evershed,	Adrian Walmsley,
Jonathan Bliss,	Susen Harding,	Terry Wilson,
Eric Caldwell,	Colin Jones,	Andrew Witt
Carol Chaplin-Rogers	Richard Skipper	

Guest: Giv Thornton, Rural Community Development Worker, Community Action Hampshire

Apologies:

Moira Beckett, Jean Millar, Simon North

	Agenda Item	Action	
		By	Date
1.	Apologies		
2.	Minutes of last meeting (Please bring your own copy!) (available at http://compton.parish.hants.gov.uk/ParishPlan/Main/Meetings)		
3.	Matters arising not covered elsewhere on the agenda The Parish Clerk, Mike Langford had notified Colin Jones that he had instructed the bank to transfer the Defra grant, which the Parish Council had been holding, to the Parish Plan Bank account. Contacts with Otterbourne: Peter Betts had obtained a copy of Otterbourne's questionnaire from Ian Stockdale (their project leader). Adrian Walmsley had spoken to Brian Robinson who had set up the computer database for analysing the responses. Brian offered to help further when required. Can we get a soft copy of the Otterbourne questionnaire? Should we pay someone with copy-typing skills to merge all the questions into a consistently formatted document? Andrew Witt may be able to find people who could help.	PB ACW	asap
4.	Progress with the Parish Plan questionnaire Draft questionnaires had been circulated by email. The committee went through the draft questions and suggested many changes. The changes will be incorporated by each group A common comment was that we need to avoid loaded questions. For example "Do you have any comments about..." rather than "do you have a problem with..." Giv Thornton said that environment and housing questions were currently seen as very important in helping sustainability to be assessed.		
5.	Application for a Youth grant from the Local Network Fund Peter Betts had submitted an application for a youth grant as the deadline was the day before the committee meeting. Peter had had to produce a child protection policy for this grant. The application has been processed already		

Compton & Shawford Parish Plan Committee
Minutes of meeting dated 7 September 2006

	Agenda Item	Action	
		By	Date
	<p>Some changes are needed to the wording of the child protection policy. Child Protection policy to be posted on the website when finalised.</p> <p>The committee's constitution needs to be changed in the area of disbursement of remaining funds in the event that the committee is dissolved. Peter Betts to pass requirements to Andrew Witt who will draft an appropriate form of words.</p> <p>We need a referee, such as a teacher or doctor involved with children, for our grant application. Jenny Walmsley had refereed the original submission but in view of her relationship with the committee secretary it was felt that a more independent referee was required. Several possibilities were suggested.</p>	<p>ACW</p> <p>PB</p>	<p>15/9</p> <p>15/9</p>
6.	<p>Suggestion for a Young Persons Focus Group</p> <p>This could be funded by the above grant, which could be used to pay youth workers who would have the required CRB clearance.</p> <p>It would give the young people the chance to contribute to the content of the questionnaire.</p> <p>Giv Thornton offered to email examples of ways of getting young people to contribute.</p>	<p>GT</p>	<p>15/9</p>
7.	<p>Progress with the Village Design Statement and appropriate representation across the Parish</p> <p>Terry Wilson's subcommittee held its first meeting and assigned people to lead various action items.</p> <p>A meeting with Steve Opacic, WCC Head of Strategic Planning, has been arranged for 26 September.</p> <p>Minutes of the subcommittee meeting have been circulated to the Parish Plan committee and are also on the Parish Plan website.</p>		
8.	<p>To discuss an outline plan of action for the Parish Plan – Open days and Questionnaires</p> <p>CASCA have asked whether the Parish Plan committee would take over and run the annual Christmas Party and perhaps use it to collect information or as a dry run for the Open Days.</p> <p>Peter to liaise with Jean Millar (CASCA).</p>	<p>PB</p>	
9.	<p>To discuss an outline plan of action for the Village Design Statement – Open days and Questionnaires</p> <p>deferred</p>		
10.	<p>AOB</p> <p>Jonathan Bliss suggested regular updates in the Parish Magazine to keep people informed and ask for volunteers. PB to write something for the October magazine.</p> <p>Eric Caldwell raised concerns about rogue traders.</p> <p>The PC chairman has invited Peter Betts to attend a Parish Council meeting to keep councillors informed of progress.</p> <p>Small Grants scheme – Terry Wilson is preparing an application</p>	<p>PB</p> <p>TW</p>	<p>16/09</p>
11.	<p>Dates of next meetings all at 7:30pm, location TBA:</p> <p>Monday 9th October</p> <p>Monday 6th November</p> <p>Monday 11 December</p>		

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**Compton & Shawford
Parish Plan Committee
AGENDA**

**Agenda for the Fourth Committee meeting
To be held at 7:30pm Monday 9 October
at the Shawford Parish Hall
in the Compton Room (on the right as you enter the hall)**

	Agenda Item
1.	Apologies
2.	Minutes of last meeting (Please bring your own copy!) (available at http://compton.parish.hants.gov.uk/ParishPlan/Main/Meetings)
3.	Matters arising not covered elsewhere on the agenda including progress report on action items from the minutes.
4.	To adopt amendment to the Constitution as previously circulated. (see http://compton.parish.hants.gov.uk/ParishPlan/Main/Constitution)
5.	Professional help re Questionnaire layout and wording
6.	Progress with the Parish Plan questionnaire (Please send in your changes following the last meeting asap for circulation.)
7.	Youth grant from the Local Network Fund
8.	Suggestion for a Young Persons Focus Group
9.	Progress with the Village Design Statement
10.	Presentations and open session at CASCA Village Drinks Party 8th December
11.	To discuss an outline plan of action for the Parish Plan – Open days and Questionnaires
12.	To discuss an outline plan of action for the Village Design Statement – Open days and Questionnaires
13.	AOB
14.	Date and place of future meetings Subsequent meetings already planned, both at 7:30pm: Monday 6th November Monday 11 December

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**Compton & Shawford
Parish Plan Committee
MINUTES**

**Minutes of the Fourth Committee meeting
Held at 7:30pm 9 October 2006 in the Compton Room, Shawford Parish
Hall**

Attendance:

Moira Beckett,
Peter Betts,
Jonathan Bliss,
Eric Caldwell,
Carol Chaplin-Rogers

Susie Evershed,
Colin Jones,
Jean Millar,
Simon North
Richard Skipper

Adrian Walmsley,
Terry Wilson,
Andrew Witt

Guest: Giv Thornton, Rural Community Development Worker, Community Action Hampshire

Apologies:

Susen Harding

	Agenda Item	Action	
		By	Date
1.	Apologies Susen Harding		
2.	Minutes of last meeting: (available at http://compton.parish.hants.gov.uk/ParishPlan/Main/Meetings) Approved without change		
3.	Matters arising not covered elsewhere on the agenda None		
4.	To adopt amendment to the Constitution as previously circulated. (see http://compton.parish.hants.gov.uk/ParishPlan/Main/Constitution) Carried <i>nem con</i> ACW was thanked for rewording the section dealing with dispersal of funds in the event the committee is wound up.		
5.	Professional help re Questionnaire layout and wording The Otterbourne questionnaire had been circulated for the committee's information. RS had spoken to a contact in California who recommended <ul style="list-style-type: none"> o User friendly questions o that should be easy to process and that we should o make sure people know everyone will get a copy of the results MB's son's partner works for MORI and has offered to help with advice re the questionnaire. It was suggested that a fee around £100 would be appropriate for the work involved.		
6.	Progress with the Parish Plan questionnaire The second draft of the questionnaire having been circulated, PB suggested that the committee swap around and (in pairs) each review a different section of the questionnaire, to be completed in two weeks. The following split was agreed:		

Compton & Shawford Parish Plan Committee
Minutes of meeting dated 9 October 2006

	Agenda Item		Action	
			By	Date
	Section(s)	Originally prepared by	to be reviewed by	25/10
	Household demographics and Social, leisure and recreational	Jonathan Bliss, Susie Evershed	ACW, CJ	25/10
	Village Amenities and Transport	Adrian Walmsley, Susen Harding	SN, RS	25/10
	Children and Youth needs and amenities and Parish Communication and Local Business and Employment	Peter Betts, Moira Beckett	JB, SE	25/10
	Law and order, antisocial behaviour and Environment	Andrew Witt, Colin Jones	TW, C C-R	25/10
	Health and Community Services and Services (gas, electricity, telephone, broadband, waste and recycling)	Jean Millar, Eric Caldwell	PB, MB	25/10
	Village Design Statement	Terry Wilson, Simon North, Richard Skipper, Carol Chaplin-Rogers	ADW, EC, JM, SH	25/10
7.	Application for a Youth grant from the Local Network Fund It was noted that we had been verbally successful in our application for a Youth Grant (£1050)			
8.	Suggestion for a Young Persons Focus Group Various groups in the parish will be sampled for ideas re the Youth questionnaire. This includes the School and preschool groups. This then will lead onto Young Peoples focus groups within the Parish.		MB, PB, GT	
9.	Progress with the Village Design Statement and appropriate representation across the Parish Two committee meetings – results circulated. Comments awaited. Meeting with Steve Opacic – VDS has to be adopted as an SPD. It must not conflict with WCC or national policies. Therefore continuous liaison with WCC is required. Input to VDS must (apparently) include views of developers. Sustainability appraisal required. WCC prefer text (plus pictures and maps) appropriate for a website rather than a glossy printed document. Applied for Hampshire RSCP grant (£4750). Draft Copy of the Compton Down LADS can be purchased in hard copy or downloaded from the WCC website .			
10.	Presentations at CASCA Village Drinks Party 8th December Giv offered to bring copies of other Parish Plans (and sausage rolls) PB to write article for Parish Mag. Committee members to sell tickets for CASCA party Other details to be discussed at committee meeting 6 November		GT PB	
11.	To discuss an outline plan of action for the Parish Plan – Open days and Questionnaires CASCA party will be an opportunity to publicise the Parish Plan and give participants the chance to learn about this and express there views Committee members offered to speak at meetings of groups within the village to publicise the Parish Plan and give participants the chance to learn about this and express there views. Responsibilities to these groups as follows:			

Compton & Shawford Parish Plan Committee
Minutes of meeting dated 9 October 2006

	Agenda Item	Action	
		By	Date
	Ladies Guild	JM	
	Horticultural Society	CJ	
	Festival Choir	SE	
	Tennis Club	JB	
	Sports Club	ADW	
	Sapphire Club	PB	
	WI	EC	
	Reeves Compton WI	EC	
	Scouts	MB	
	Pre-School	C C-R	
	Bridge Club	PB	
	Heathcote Players	SN	
	Parish Council	(done)	
	PCC	JM	
	Shawford Rail Users' Group (SRUG) ADW to give contact details to PB	ADW, PB	
	Residents' Associations: PB to co-ordinate CDHA, CDS, SRA, SVRA, CVA, Field Way RA, Shepherds Lane	PB	
12.	To discuss an outline plan of action for the Village Design Statement – Open days and Questionnaires Deferred		
13.	AOB EC rogue traders question to be discussed with CJ. GT: how about suggestion boxes in some convenient places for people to post input? Damerham Village did this with bright yellow ones.		
14.	Dates of next meetings all at 7:30pm: Monday 6th November (Sports Pavilion) Monday 11 December (Parish Hall)		

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**Compton & Shawford
Parish Plan Committee
AGENDA**

**Agenda for the Fifth Committee meeting
To be held at 7:30pm Monday 6 November
in the Jubilee Pavilion
at the Memorial Playing Field, Compton Down**

	Agenda Item
1.	Apologies
2.	Minutes of last meeting (Please bring your own copy!) (available at http://compton.parish.hants.gov.uk/ParishPlan/Main/Meetings)
3.	Matters arising not covered elsewhere on the agenda
4.	Progress with the Parish Plan questionnaire (Please send in your changes following the exchange of sections asap for circulation).
5.	Progress with contacting groups within the Parish re information over the Parish Plan (see action list in minutes of 9 October meeting)
6.	To agree paying for Professional help re Questionnaire layout and wording
7.	Progress with the Village Design Statement
8.	Otterbourne Open day re Village Design Statement – Saturday 11th November, Village Hall – 10am-1pm
9.	Ticket sales, presentations and open session at CASCA Village Drinks Party, Friday 8th Decembe
10.	Village suggestion boxes
11.	To discuss an outline plan of action for the Parish Plan – Open days and Questionnaires
12.	To discuss an outline plan of action for the Village Design Statement – Open days and Questionnaires
13.	AOB
14.	Date and place of future meetings Subsequent meeting already planned, at 7:30pm: Monday 11 December

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**Compton & Shawford
Parish Plan Committee
MINUTES**

**Minutes of the Fifth Committee meeting
Held at 7:30pm 6 November 2006 in the Jubilee Pavilion, Memorial Playing
Field, Compton**

Attendance:

Peter Betts,
Jonathan Bliss,
Eric Caldwell,
Carol Chaplin-Rogers

Susen Harding
Colin Jones,
Jean Millar,
Richard Skipper

Adrian Walmsley,
Terry Wilson,
Andrew Witt

Guest:

Apologies: Moira Beckett, Susie Evershed, Simon North, Giv Thornton (Rural Community Development Worker, Community Action Hampshire)

	Agenda Item	Action	
		By	Date
1.	Apologies Moira Beckett, Susie Evershed, Simon North, Giv Thornton		
2.	Minutes of last meeting: (available at http://compton.parish.hants.gov.uk/ParishPlan/Main/Meetings) Approved after correction of meeting date		
3.	Matters arising not covered elsewhere on the agenda None		
4.	Progress with the Parish Plan questionnaire. Most members had completed their reviews as per the actions in the previous minutes. Remaining reviews to be completed ASAP after which PB will convene a small group to review the list as a whole, checking relevance and removing duplicate questions. Susen Harding said that the word "disabled" has pejorative connotations and asked that an alternative be used where possible.	PB ACW ADW	
5.	Progress with contacting groups within the Parish re information over the Parish Plan (see action list in minutes of 9 October meeting) Most had been contacted or dates set to meet. EC reported that as Reeves Compton WI membership is almost all drawn from outside the parish, they may not wish to be involved. Peter Betts had spoken to children from the top two forms at All Saints Compton School, who had spontaneously come up with useful and interesting comments.		
6.	To agree paying for Professional help re Questionnaire layout and wording The draft questionnaire had been reviewed by Anna Pierce who has experience with MORI. Her comments include: It's a good base to start from; questionnaires should not take more than 10-15 minutes to complete; each question should be reviewed to assess why we are asking it and what we will do with the answers. She would be happy to help reformat the questionnaire and rework multiple choice questions to be easy to answer. The committee commented that the 10-15 minute limit might be less applicable	PB	

Compton & Shawford Parish Plan Committee
Minutes of meeting dated 6 November 2006

	Agenda Item	Action	
		By	Date
	to our questionnaire, as we hope parishioners will be more motivated to spend time on questions which directly affect their neighbourhood.		
7.	<p>Progress with the Village Design Statement</p> <p>An HAPTC grant of £4750 has been awarded (though not yet received) which will be used to obtain professional advice and assistance.</p> <p>Draft is progressing well. TW and C C-R had met on Nov 1st with Peter Savage from the Compton Down Society. Peter had expressed concern that questions in the VDS section of the questionnaire might conflict with the Compton Down Local Area Design Statement which is soon to be adopted as a Supplementary Planning Document by the Local Planning Authority (WCC). It was agreed that PB/TW/ACW offer to attend a meeting of the CDS to address their concerns.</p>	<p>PB TW ACW</p>	
8.	<p>Otterbourne Open day re Village Design Statement – Saturday 11th November, Village Hall – 10am-1pm</p> <p>Peter Betts drew the committee's attention to this meeting and suggested that members try to go along and get ideas from Otterbourne.</p>	All	11/11
9.	<p>Ticket sales, presentations and open session at CASCA</p> <p>Village Drinks Party, Friday 8th December, 7:30-10:00pm.</p> <ul style="list-style-type: none"> Committee members are asked to sell tickets. For more, contact Jean Millar. PB will set up tables and display stands and asks for assistance during the evening from other committee members. PostIt notes to be provided for people to write comments. Other PP questionnaires and our draft questionnaire to be pinned up for reference. A3 or A2 parish map required for display 	<p>PB ADW All</p>	
10.	<p>Village suggestion boxes</p> <p>It was agreed to ask Giv Thornton to follow up her contact with Damerham to establish the source and price of suitable suggestion boxes.</p>	GT	
11.	<p>To discuss an outline plan of action for the Parish Plan – Open days and Questionnaires</p> <p>Open days to be planned for early 2007. It was suggested that we use the CASCA party for a straw poll about the timing and location of Open Days. ACW suggested a photo competition for residents to capture their ideas about the village character.</p>		
12.	<p>To discuss an outline plan of action for the Village Design Statement – Open days and Questionnaires</p> <p>As per item 11 above</p>		
13.	AOB		
14.	<p>Date and place of future meetings</p> <p>Subsequent meetings confirmed: Monday 11 December 2006 Thursday 11 January 2007 Thursday 15 February 2007 all in the Shawford Parish Hall at 7:30pm</p>		

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**Compton & Shawford
Parish Plan Committee
AGENDA**

**Agenda for the Sixth Committee meeting
To be held at 7:30pm Monday 11 December
in the Compton Room, Shawford Parish Hall**

	Agenda Item
1.	Apologies
2.	Minutes of last meeting (Please bring your own copy!) (available at http://compton.parish.hants.gov.uk/ParishPlan/Main/Meetings)
3.	Matters arising not covered elsewhere on the agenda
4.	Presentation from Philip Turner – Planning Aid South – re Parish Plans and Village Design Statements
5.	Report from the Presentation and Open session at CASCA Village Drinks Party 8th December
6.	Progress with the Parish Plan questionnaire
7.	Suggestions for a Young Persons Focus Group
8.	Progress with the Village Design Statement
9.	To discuss an outline plan of action for the Parish Plan – Open days and Questionnaires
10.	To discuss an outline plan of action for the Village Design Statement – Open days and Questionnaires
11.	AOB
12.	Date and place of future meetings Already planned: <ul style="list-style-type: none">• Thursday 11 January (Shawford Parish Hall)• Thursday 15 February (Shawford Parish Hall)

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**Compton & Shawford
Parish Plan Committee
MINUTES**

**Minutes of the Sixth Committee meeting
Held at 7:30pm 11 December 2006 in the Compton Room, Shawford Parish
Hall**

Attendance:

Peter Betts,
Moiria Beckett,
Eric Caldwell,
Carol Chaplin-Rogers

Susie Evershed,
Susen Harding
Colin Jones,
Jean Millar,

Adrian Walmsley,
Terry Wilson,
Andrew Witt

Guests:

Giv Thornton (Rural Community Development Worker, Community Action Hampshire)
Phil Turner, Planning Aid South

Apologies/Absent: Jonathan Bliss, Simon North, Richard Skipper

	Agenda Item	Action	
		By	Date
1.	Apologies Jonathan Bliss, Simon North		
2.	Minutes of last meeting (available at http://compton.parish.hants.gov.uk/ParishPlan/Main/Meetings) Approved without change		
3.	Matters arising not covered elsewhere on the agenda £4750 HAPTC grant cheque for the VDS has been received. £1050 youth grant cheque has been approved and we are assured it is "in the post".		
4.	Presentation from Philip Turner – Planning Aid South – re Parish Plans and Village Design Statements Planning Aid South is the charitable arm of the Royal Town Planning Institute. Its services are free to communities who can't afford a planning consultant. Phil is happy to help us "pro bono". The meeting agreed with Phil's suggestion that were he to assist then a donation to Planning Aid South would be appropriate. First we should hold an Information Gathering Day then send out a questionnaire. After this we should run some workshops for interested parties and individuals in the Parish Phil explained the workshops which he could run to help kick start the VDS preparation activity. He suggested that during these <ul style="list-style-type: none"> • We invite people to bring their digital cameras, send them out for an hour, to return with photos which could form the starting point for documenting the character of the area. • It's a good idea to provide food at open days/workshops • We should have a diagram to show important vistas which must be preserved • To become a Supplementary Planning Document (SPD), our VDS needs to be identified as an envisaged SPD in the next annual revision of the Local Development Scheme (LDS), due end March 07, which our Local Planning Authority (WCC) has to submit for approval by the Government Office for the South East (GOSE). • Our VDS can then be adopted by WCC as an SPD. • The SPD must be subject to community involvement, including public comment in published draft. It's important to keep a record of people invited to attend or comment 		

	Agenda Item	Action	
		By	Date
	<p>(even if they didn't take up the invitation).</p> <ul style="list-style-type: none"> The SPD must be subject to a Sustainability Appraisal and a Strategic Environment Assessment (see http://www.sea-info.net/) Following the Stern report into climate change (http://www.hm-treasury.gov.uk/independent_reviews/stern_review_economics_climate_change/sternreview_index.cfm), the questionnaire should include climate related questions. For example, what is the community's view on the visual impact of energy saving items such as wind turbines and UPVC double glazing? <p>Phil suggested we should allow a year from the first workshop to publication.</p>		
5.	<p>Report from the Presentation and Open session at CASCA Village Drinks Party 8th December</p> <p>The event was very well attended (about 10% of adult population) and will have served to raise awareness of the Parish Plan/VDS project, although not many questions were put into the box.</p>		
6.	<p>Progress with the Parish Plan questionnaire</p> <p>Deferred to next meeting. PB to establish contact with Anna Pierce re massaging the questionnaire into a more professional format.</p>	PB	11/1
7.	<p>Suggestions for a Young Persons Focus Group</p> <p>Deferred to next meeting</p>		
8.	<p>Progress with the Village Design Statement</p> <p>Deferred to next meeting</p>		
9.	<p>To discuss an outline plan of action for the Parish Plan – Open days and Questionnaires</p> <p>Ideas for open days and to encourage attendance included</p> <ul style="list-style-type: none"> Pub quiz (in a pub) Family day Kid's pack Car boot sale concurrent with open day in Parish Hall Demos by all Parish Hall users Run concurrently with Family Rounders Day in the summer on the Memorial Playing Field. <p>Committee members: please come to meeting on 11th Jan with ideas on how you would like to participate in organising/planning open days in the Scout Hall/Parish Hall/Pavilion. Bring a 2007 diary</p>	All	1/1
10.	<p>To discuss an outline plan of action for the Village Design Statement – Open days and Questionnaires</p> <p>Scoping event/questionnaire/workshops – further discussion deferred to next meeting</p>		
11.	<p>AOB</p>		
12.	<p>Date and place of future meetings</p> <p>Already planned:</p> <ol style="list-style-type: none"> Thursday 11 January (Shawford Parish Hall) Thursday 15 February (Shawford Parish Hall) 		

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**Compton & Shawford
Parish Plan Committee
AGENDA**

**Agenda for the Seventh Committee meeting
To be held at 7:30pm Thursday 11 January
in the Compton Room, Shawford Parish Hall**

	Agenda Item
1.	Apologies
2.	Minutes of last meeting (Please bring your own copy!) (available at http://compton.parish.hants.gov.uk/ParishPlan/Main/Meetings)
3.	Matters arising not covered elsewhere on the agenda
4.	Open Days March 17th and 24th - re Parish Plans and Village Design Statements
5.	Division of Labour for the Open Days
6.	Progress with the Parish Plan and VDS questionnaire
7.	Distribution network for delivery of information leaflets
8.	Suggestions for accessing Young People's views in the Parish
9.	AOB
10.	Date and place of future meetings/events Already planned: <ul style="list-style-type: none">• Thursday 15 February (Shawford Parish Hall)• Saturday March 17th 10:00 to 14:00: Open Day at the Scout Hall in Martins Fields• Saturday March 24th 10:00 to 14:00: Open Day at Shawford Parish Hall

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**Compton & Shawford
Parish Plan Committee
MINUTES**

**Minutes of the Seventh Committee meeting
Held at 7:30pm 11 January 2007 in the Compton Room, Shawford Parish
Hall**

Attendance:

Peter Betts,
Moiria Beckett,
Jonathan Bliss,
Eric Caldwell,

Carol Chaplin-Rogers
Susen Harding
Colin Jones,
Jean Millar,

Adrian Walmsley,
Terry Wilson,
Andrew Witt

Guests:

Giv Thornton (Rural Community Development Worker, Community Action Hampshire)

Apologies/Absent: Susie Evershed, Simon North, Richard Skipper

	Agenda Item	Action	
		By	Date
1.	Apologies Susie Evershed, Simon North, Richard Skipper		
2.	Minutes of last meeting Approved after corrections to para 3 (youth grant amount) and para 4 (clarification of process for adoption of VDS as an SPD). (corrected version will not be circulated but is available at http://compton.parish.hants.gov.uk/ParishPlan/Main/Meetings)		
3.	Matters arising not covered elsewhere on the agenda Per para 4 of the previous minutes, Steve Opacic needs to be formally notified that our VDS is in preparation so that it can appear in the LDS revision. Colin Jones to write to PC requesting cheque for the £1000 committed by the PC	ADW CJ	Asap 20/1
4.	Open Days March 17th and 24th - re Parish Plans and Village Design Statements This occupied the majority of the meeting and many suggestions were made. The secretary captured the following: a. Rolling projection of pictures etc. CAH can lend us a projector, laptop and screen b. GT suggested that the Parish Plan Committee become a member of CAH. There is no charge for this. GT will send a form for PB/ADW to complete. c. Prepare notice for Compton Tenants' Magazine and send to Sue Harding d. Advertise in Parish Magazine – teaser in Feb issue e. Advertise in Parish Magazine – reproduce flyer in March issue f. Face painting to attract younger kids. Check possible helpers. g. Magician to attract kids. Check availability of local prizewinning young magician h. Draft words for leaflet advertising the Open Days. Seek assistance from marketing department with artwork. Bring to Feb meeting. Leaflet to be prepared in full colour to allow use as an A3/A4 poster; but also to look good and be legible as an A5 flyer for delivery to all households. i. Community Action Hampshire is running a workshop to help parishes with their Parish Plans, to be held in Shawford Parish Hall on Monday 12 Feb from about 10:00 to 15:00. PB intends to attend. If anyone else would like to go, please tell Giv Thornton. Details expected to be available on the CAH website at http://action.hants.org.uk	GT PB/ADW PB ADW ACW MB PB ACW	15/2 20/1 16/1 22/1 15/2 15/2 16/1 15/2

Compton & Shawford Parish Plan Committee
Minutes of meeting dated 11 January 2007

	Agenda Item	Action	
		By	Date
	j. GT suggested using the techniques of "Planning for Real®" (or something similar) at the open days, using coloured option cards to draw out feedback from people. More information and photos at http://www.nif.co.uk/planningforreal/		
5.	Division of Labour for the Open Days Committee members to be ready in their pairs to man a stand/display on their section of the questionnaire. Further details to be agreed at the February meeting		
6.	Progress with the Parish Plan and VDS questionnaire PB has received valuable comments and suggested changes from Bob and Nancy Emmerson on the faith/worship questions. PB to update questionnaire to reflect those changes and pass to Anna for massaging into a good shape ready for the Open Days TW to contact Peter Savage re Compton Down Society representation on the VDS committee. More assistance from the various parts of the village still needed for the VDS. Development situations continue to arise which highlight the need for a VDS.		
7.	Distribution network for delivery of information leaflets Leaflets need to be distributed about 2-3 weeks before the open days – neither too far in advance nor so close to the event that people have made other arrangements. Jean Millar to supply breakdown of numbers needed per area. Eric Caldwell to co-ordinate volunteers by area. (Most committee members are willing to assist)	JM EC	15/2 16/2
8.	Suggestions for accessing Young People's views in the Parish <ol style="list-style-type: none"> a. How about a youth worker to travel on school buses (e.g. Kings and King Edwards) and interview children on the way to school <ol style="list-style-type: none"> o talk to school bus organiser o check availability of youth workers for this b. Weeke distributed two postcards to young people – one with questions about the locality and one which was an invitation to a special young person's event (a pizza evening). Can GT get samples? c. Check possibility to get a youth worker at the open days to help children sketch out their views on the village: likes, dislikes, ideas for change etc 	CCR GT GT GT	15/2 15/2 15/2 15/2
9.	AOB <ul style="list-style-type: none"> o We can apply for a max £750 grant which may be available from the Community Strategy Fund to help with costs of Open Days. o EC reported that according to WCC owner-occupiers now represent roughly 50% of the properties in Martins Field and Attwoods Drove. o GT reported that the top three themes to come out of questionnaires in other parishes in the county were consistently Development, Traffic and Facilities for young people. 	PB	16/1
10.	Date and place of future meetings/events Already planned: <ul style="list-style-type: none"> o Thursday 15 February 19:30 Shawford Parish Hall. o Saturday March 17th 10:00 to 14:00: Open Day at the Scout Hall in Martins Fields o Monday March 19th 19:30 at Peter Betts' house to evaluate first Open Day o Saturday March 24th 10:00 to 14:00: Open Day at Shawford Parish Hall 		

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**Compton & Shawford
Parish Plan Committee
AGENDA**

**Agenda for the Eighth Committee meeting
To be held at 7:30pm Thursday 15 February
in the Compton Room, Shawford Parish Hall**

	Agenda Item
1.	Apologies
2.	Minutes of last meeting (Please bring your own copy!) (available at http://compton.parish.hants.gov.uk/ParishPlan/Main/Meetings)
3.	Matters arising not covered elsewhere on the agenda
4.	Update from treasurer
5.	To note inclusion of VDS in WCC Local Development Scheme update. Full document at http://www.winchester.gov.uk/Documents/Committees/cabinet/1300-1399/CAB1389-LocalDevelopmentSchemeUpdate.pdf
6.	Open Days March 17th and 24th - re Parish Plans and Village Design Statements Update from committee members on actions listed in minutes of last meeting. Review of draft poster
7.	Division of Labour for the Open Days
8.	Progress with the Parish Plan and VDS questionnaire
9.	Distribution network for delivery of information leaflets
10.	Suggestions for accessing Young People's views in the Parish Options for assistance from trained Youth Workers
11.	AOB
12.	Date and place of future meetings/events <ul style="list-style-type: none">• Monday 5th March 10:00 to 15:30 "Understanding Parish Plans" event at Shawford Parish Hall sponsored by CAH and WCC.• Saturday March 17th 10:00 to 14:00: Open Day at the Scout Hall in Martins Fields• Monday March 19th 7:30pm at Compton Down, Hurdle Way• Saturday March 24th 10:00 to 14:00: Open Day at Shawford Parish Hall

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**Compton & Shawford
Parish Plan Committee
MINUTES**

**Minutes of the Eighth Committee meeting
Held at 7:30pm 15 February 2007 in the Compton Room, Shawford Parish
Hall**

Attendance:

Peter Betts,
Moira Beckett,
Jonathan Bliss,
Eric Caldwell,

Susen Harding
Jean Millar
Richard Skipper
Adrian Walmsley,

Terry Wilson,
Andrew Witt

Guests:

Giv Thornton (Rural Community Development Worker, Community Action Hampshire)
Matt Durcan – Youth consultant to CAH
Phil Turner, Planning Aid South

Apologies/Absent: Colin Jones, Susie Evershed, Carol Chaplin-Rogers

	Agenda Item	Action	
		By	Date
1.	Apologies Carol Chaplin-Rogers, Colin Jones, Susie Evershed		
2.	Minutes of last meeting Approved. Sue Harding confirmed that the Compton Magazine will shortly be delivered to all residents of Compton Village and will carry a half page notice about the Open Days.		
3.	Matters arising not covered elsewhere on the agenda Giv Thornton reported that Swanmore is looking at getting questionnaire responses processed automatically using computer scanning at an estimated cost of £500-£600. We need to understand the details of this and whether free-form text comments can be handled. Giv to give supply details to PB.	GT	2/3
4.	Update from treasurer Colin Jones had submitted a written report. With the receipt of the £1000 grant from the Parish Council, the project's bank account stood at just over £9,000.		
5.	To note inclusion of VDS in WCC Local Development Scheme update. Full document at http://www.winchester.gov.uk/Documents/Committees/cabinet/1300-1399/CAB1389-LocalDevelopmentSchemeUpdate.pdf Terry Wilson reported that the VDS subcommittee had been strengthened by Hilary Carter and Simon Theobalds, representing Compton Down and Shawford Village respectively. A grant of £4750 had been received to help fund the creation of the VDS. Motion proposed by Jean Millar, seconded by Andrew Witt, carried unanimously: that the VDS committee be permitted to use up to £1000 of the above grant for professional help in preparation of a design statement for Compton Street, to augment funds already raised for the purpose by the Compton Village Association. Based on their experience with this first project, the VDS committee envisages spending further sums on the other parts of the parish for similar professional assistance.		
6.	Open Days March 17th and 24th - re Parish Plans and Village Design Statements Update from committee members on actions listed in minutes of last meeting. Review of draft poster.		

Compton & Shawford Parish Plan Committee
Minutes of meeting dated 15 February 2007

	Agenda Item	Action	
		By	Date
	a. Rolling projection of pictures etc. As agreed previously, CAH will lend us a projector, laptop and screen.	GT	17/3
	b. Suggestion from GT suggested that the Parish Plan Committee become a member of CAH. Action outstanding for GT to send a form for PB/ADW to complete.	GT	28/2
	c. Face painting to attract younger kids – confirmed		
	d. Close-up magician to attract kids (and adults) – confirmed		
	e. Community Action Hampshire Parish Plan Workshop rescheduled to Monday 5th March, in Shawford Parish Hall from 10:00 to 15:00. Places have been requested for PB, ADW, RS. Details expected to be available on the CAH website at http://action.hants.org.uk		
	f. GT to bring sticky notes, felt tip pens, blue tack, gold stars, sheets of A1/A0 paper and blowups of sample pages from other Parish Plans for use in Open Days.	GT	17/3
	g. Flyer: Andrew Witt was thanked for organising the draft flyers. Comments were fed back for consideration by the creative team. Final version to be produced following this review. Printed copies to be delivered to Eric Caldwell for allocation to the distributors.	ACW EC	20/2 23/2
7.	Division of Labour for the Open Days Extra helpers required for refreshments at the Open Days. Names to PB Refreshments: Glass of wine, soft drinks, biscuits (be careful of possible allergies) Paper needed for collection of names (optional)/age bracket/gender/area of residence Publicity: consider press release for: Chronicle/Echo/Extra/Local Radio/ City and County Councillors March 17th: ACW, JB not available; March 24: SH not available	All	23/2
8.	Progress with the Parish Plan and VDS questionnaire Anna has been working on a different high priority project but hopes to finish massaging our questionnaire into good shape by the end of March. Any additional questions arising from the Open Days can be added subsequently.		
9.	Distribution network for delivery of information leaflets EC has divided the households in the parish amongst committee members and will hand out leaflets when received from ACW	EC	23/2
10.	Suggestions for accessing Young People's views in the Parish Comments from Matt Durcan <ul style="list-style-type: none"> a. Youth Worker to travel on school buses considered impractical as this is the children's "quality time" for playing with electronic toys and talking to their mates b. Suggestion is to hand out cards – at bus stops for school buses – inviting young people to evening events with free pizza at which their ideas will be canvassed. This should be run twice on different days of the week, to cover those who are always booked up on a particular weekday. 		
11.	AOB		
12.	Date and place of future meetings/events <ul style="list-style-type: none"> o Saturday March 17th 10:00 to 14:00: Open Day at the Scout Hall in Martins Fields o Monday March 19th 19:30 at Peter Betts' house to evaluate first Open Day o Saturday March 24th 10:00 to 14:00: Open Day at Shawford Parish Hall o Monday 16 April 19:30 at Shawford Parish Hall o Monday 21 May 19:30 at Shawford Parish Hall 		

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**Compton & Shawford
Parish Plan Committee
AGENDA**

**Agenda for the Ninth Committee meeting
To be held at 7:30pm Monday 16 April 2007
in the Heathcote Room, Shawford Parish Hall**

	Agenda Item
1.	Apologies
2.	Minutes of last meeting (Please bring your own copy!) (available at http://compton.parish.hants.gov.uk/ParishPlan/Main/Meetings)
3.	Matters arising not covered elsewhere on the agenda, to include <ol style="list-style-type: none">1. Brief report on “Understanding Parish Plans” event at Shawford Parish Hall2. Update from treasurer if appropriate
4.	Open Days March 17th and 24th - re Parish Plans and Village Design Statements Reports (Postits and Likes/Dislikes) Summarised online at http://compton.parish.hants.gov.uk/ParishPlan/OpenEvents/17March2007 and http://compton.parish.hants.gov.uk/ParishPlan/OpenEvents/24March2007 Some input from 24 March is not yet on the website.
5.	New questions for questionnaire
6.	Progress with the Parish Plan
7.	VDS workshops
8.	Distribution network for delivery and collection of questionnaires
9.	Suggestions for accessing Young People’s views in the Parish
10.	Computer marking of questionnaire and costings
11.	AOB
12.	Date and place of future meetings (Monday May 21st 7:30pm at Shawford Parish Hall already arranged)

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**Compton & Shawford
Parish Plan Committee
MINUTES**

**Minutes of the Ninth Committee meeting
Held at 7:30pm 16 April 2007 in the Heathcote Room, Shawford Parish Hall**

Attendance:

Peter Betts,
Eric Caldwell,
Colin Jones,

Susie Evershed,
Carol Chaplin-Rogers
Jean Millar

Adrian Walmsley,
Terry Wilson,
Andrew Witt

Guests:

Apologies: Moira Beckett, Jonathan Bliss, Sue Harding, Richard Skipper
Giv Thornton (Community Action Hampshire), Phil Turner, Planning Aid South

	Agenda Item	Action	
		By	Date
1.	Apologies Moira Beckett, Jonathan Bliss, Sue Harding, Richard Skipper, Giv Thornton, Phil Turner		
2.	Minutes of last meeting Approved.		
3.	Matters arising not covered elsewhere on the agenda Update from treasurer: after expenses from the two Open Days, the project's bank account stands at £8713.43		
4.	Open Days March 17th and 24th - re Parish Plans and Village Design Statements Reports (Yellow stickies and Likes/Dislikes) Summarised online at http://compton.parish.hants.gov.uk/ParishPlan/OpenEvents/17March2007 and http://compton.parish.hants.gov.uk/ParishPlan/OpenEvents/24March2007		
5.	New questions for questionnaire Everyone to check the Open Day feedback to see whether to add more questions to their section of the questionnaire Some questions need to be clarified: particularly street lighting by area, what kind of shop and how much people would actually use it.	All	21/5
6.	Progress with the Parish Plan PB to incorporate Anna's suggestions and circulate to committee. We will need to identify a cross-section of the community for a pilot of the questionnaire.	PB All	21/5 21/5
7.	VDS workshops Planned for 19 May and 23 June. Date and location to be confirmed and notified to Parish Mag editor for insertion in May issue and also notified to Phil Turner.	TW	22/4
8.	Distribution network for delivery and collection of questionnaires We will aim for 25 questionnaires per volunteer because personal follow-up will be needed.		
9.	Suggestions for accessing Young People's views in the Parish With questionnaires circulated to schools and the scouts, feedback from the Open Days and the young person's questionnaire slip which will be included in the delivery to each household, it was agreed that it was not necessary to arrange any special events for young people.		

Compton & Shawford Parish Plan Committee
Minutes of meeting dated 16 April 2007

	Agenda Item	Action	
		By	Date
10.	<p>Computer marking of questionnaire and costings</p> <p>PB and ADW had visited Hanna Williams at WACA. (www.waca.org.uk)</p> <p>Hannah has the software (Keypoint: www.camsp.com/keypoint/) and the skills to create the questionnaire for us and to key the results into her system for analysis.</p> <p>The results can be exported to a spreadsheet so that we can perform further analysis without needing to buy the keypoint software ourselves or requiring further calls on Hannah's time.</p> <p>Hannah would be available at the right time and we would pay WACA for her support.</p> <p>Any practical alternative option would probably be more complicated and not save any money.</p> <p>We discounted relying on extensive use of volunteer time and effort from within our committee as being more error-prone, impractical to commit to deadlines, and less likely to produce a professional result.</p> <p>Agreed: we should engage Hannah Williams to do this work.</p> <p>Action: confirm to Hannah that we will be using her services, with expected dates</p>	PB	asap
11.	<p>AOB</p> <p>ACW reported a contact with Portsmouth Uni who might be able to provide support</p> <p>PB to follow up with ACW.</p>	ACW/ PB	
12.	<p>Date and place of future meetings/events</p> <ul style="list-style-type: none"> • VDS Open Days: 09:30 to 14:30 at Shawford Parish Hall: <ul style="list-style-type: none"> ○ Saturday 19 May ○ Saturday 23 June • Committee meetings, all 19:30 at Shawford Parish Hall – room to be confirmed <ul style="list-style-type: none"> ○ Monday 21 May (apologies from CJ) ○ Monday 25 June (ACW to chair, apologies from PB)) ○ Monday 23 July (deputy secretary SE to take minutes, apologies from ADW) 		

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**Compton & Shawford
Parish Plan Committee
AGENDA**

**Agenda for the Tenth Committee meeting
To be held at 7:30pm Monday 21 May 2007
in the Heathcote Room, Shawford Parish Hall**

	Agenda Item
1.	Apologies
2.	Minutes of last meeting (Please bring your own copy!) (available at http://compton.parish.hants.gov.uk/ParishPlan/Main/Meetings)
3.	Matters arising
4.	VDS Workshops
5.	Progress with the Parish Plan
6.	Distribution network for delivery and collection of questionnaires
7.	AOB
8.	Date and place of future meetings (Monday June 25th and Monday July 23rd 7:30pm at Shawford Parish Hall already arranged)

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**Compton & Shawford
Parish Plan Committee
MINUTES**

**Minutes of the Tenth Committee meeting
Held at 7:30pm 21 May 2007 in the Compton Room, Shawford Parish Hall**

Present:

Peter Betts,
Jonathan Bliss
Eric Caldwell,
Carol Chaplin-Rogers

Sue Harding
Jean Millar
Richard Skipper
Adrian Walmsley,

Terry Wilson,
Andrew Witt

Guests:

Apologies: Moira Beckett, Susie Evershed, Colin Jones,
Giv Thornton (Community Action Hampshire), Phil Turner, Planning Aid South

	Agenda Item	Action	
		By	Date
1.	Apologies Moira Beckett, Susie Evershed, Colin Jones, Giv Thornton , Phil Turner		
2.	Minutes of last meeting Approved.		
3.	Matters arising not covered elsewhere on the agenda Possible collaboration with Portsmouth Uni had not worked out.		
4.	VDS workshops VDS Open Day on Saturday 19 May was felt to be very successful by those who were there, although the attendance was disappointingly low. TW suggested changing the date for the second open day from 9:30-14:00 Saturday 23 June and holding across two weekdays late afternoon/early evening. TW to check dates and decide. In addition to the areas of the village already identified, it was suggested that TW make contact with the newly formed Compton and Silkstead Association.	TW	
5.	Progress with Parish Plan Hannah from WACA is typing it out: PB hoped to be able to circulate draft very shortly. (note: already done Tuesday 22 May). Committee members to review.	PB All	Done ASAP
6.	Distribution network for delivery and collection of questionnaires JB has agreed to co-ordinate volunteers to deliver questionnaires. The aim is 20 households per questionnaire because personal contact and encouragement will be necessary to achieve a high completion rate. This means that about 27 volunteers will be needed. Much of the network of volunteers is in place. Southdown and Compton Street are already covered; Parish Councillors have offered to help. Committee agreed to offer two prizes (£50 and £25) to be drawn out of a hat to encourage completion of questionnaires. Target is distribution of questionnaire w/e 22/23 September; collection w/e 6/7 October.	JB	
7.	AOB		

Compton & Shawford Parish Plan Committee
Minutes of meeting dated 21 May 2007

	Agenda Item	Action	
		By	Date
8.	Date and place of future meetings/events <ul style="list-style-type: none">• VDS Open Days: 09:30 to 14:30 at Shawford Parish Hall:<ul style="list-style-type: none">○ Saturday 19 May○ Saturday 23 June• Committee meetings, all 19:30 (at Shawford Parish Hall except August meeting)<ul style="list-style-type: none">○ Monday 25 June (ACW to chair, apologies from PB, ADW)○ Monday 23 July (deputy secretary SE to take minutes, apologies from ADW)○ Monday 20 August (at Peter Betts' house)		

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**Compton & Shawford
Parish Plan Committee
AGENDA**

**Agenda for the Eleventh Committee meeting
To be held at 7:30pm Monday 25 June 2007
in the Heathcote Room, Shawford Parish Hall**

	Agenda Item
1.	Apologies: Peter Betts
2.	Minutes of last meeting (Please bring your own copy!) (available at http://compton.parish.hants.gov.uk/ParishPlan/Main/Meetings)
3.	Matters arising
4.	VDS Workshops
5.	Progress with the Parish Plan
6.	Distribution network for delivery and collection of questionnaires
7.	AOB
8.	Date and place of future meetings Monday July 23rd 7:30pm at Shawford Parish Hall Monday August 20th at Compton Down

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**Compton & Shawford
Parish Plan Committee
MINUTES**

**Minutes of the Eleventh Committee meeting
Held at 7:30pm 5 June 2007 in the Compton Room, Shawford Parish Hall**

Present:

Jonathan Bliss
Eric Caldwell,
Susie Evershed

Sue Harding
Colin Jones
Richard Skipper

Adrian Walmsley,
Terry Wilson,
Andrew Witt

	Agenda Item	Action	
		By	Date
1.	Apologies: Moiria Beckett, Peter Betts, Carol Chaplin-Rogers, Jean Millar, Giv Thornton , Phil Turner		
2.	Minutes of last meeting Approved.		
3.	Matters arising not covered elsewhere on the agenda None.		
4.	VDS workshops TW has found team leaders for all areas. Compton Village has moved forward with its own survey and comments from Southern Planning Partnership (Ian Ellis Deadline for other parts of the village to complete their sections: 1 August. Then draft to be taken to WCC	TW	
5.	Progress with Parish Plan The majority of the meeting was spent reviewing and revising the draft questionnaires as typed up by Hannah Williams of WACA. Hannah's drafts are at http://compton.parish.hants.gov.uk/ParishPlan/Main/Documents . ACW agreed to print off a fresh copy of the questionnaire, annotate it with all the comments from the meeting and resubmit to Hannah for incorporation in the master version.	ACW	w/b 2 July
6.	Distribution network for delivery and collection of questionnaires JB has assembled an almost full team of volunteers to distribute the questionnaire. Otterbourne Road is slightly short.. Target is distribution of questionnaire still w/e 22/23 September; collection w/e 6/7 October.	JB	
7.	AOB		
8.	Date and place of future meetings/events <ul style="list-style-type: none"> o Monday 23 July (deputy secretary SE to take minutes, apologies from ADW o Monday 20 August (at Peter Betts' house) 		

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(updated 10 July to include link to draft questionnaires)

From: [Peter Betts](#)
To: [Susie Evershed](#); [Adrian Walmsley](#); [Andrew Witt](#); ["Carol Chaplin-Rogers"](#); [Colin Jones](#); [Jean Millar](#); [Jonathan Bliss](#); [Moira Beckett](#); [Richard Skipper](#); [Simon North](#); [Terry Wilson](#);
Subject: Fw: Parish Plan Agenda Monday 23rd July
Date: 18 July 2007 22:44:23

Please let me know ASAP if you cannot make it
Peter

Subject: Re: Parish Plan Agenda Monday, 23rd July

Compton and Shawford Parish Plan Steering Committee

Meeting; Monday 23rd July

Shawford Village Hall

7.30pm

Agenda:

1) Apologies

2) Minutes of last meeting (Please bring your own copy!)

3) Matters arising

4) VDS Workshops

5) Progress with the Parish Plan and Pilot for the questionnaire

6) Distribution network for delivery and collection of questionnaires

7) AOB

8) Date and place of next meeting

Compton & Shawford Parish Plan Committee
Minutes of meeting dated 23rd July

	Agenda Item	Action	
		By	Date
5.	Progress with Parish Plan and PILOT of the questionnaire. PP currently with Hannah for final draft prior to piloting. Arrangements have been made for this to be piloted with 5 people who have not yet seen it. Pilot to include timing. <u>Printing quote:</u> Peter has obtained quote for approx £400 for 700 copies of questionnaire in A4 booklet form. Questionnaire to be with printers by 23/8. Distribution 2 nd half of September and back from residents for 8/10. Hannah will collate responses and send to steering group. The original pairs will then pull out and write up the info on their segments.		
6.	Distribution network for delivery and collection of questionnaires JB has the delivery network in hand. It was noted that the deliverers covering Residential Homes - Compton House, The Tiled House and Brackenlea - would need to assist with filling in questionnaire appropriately for these households.	JB	
7.	Treasurers report: Balance £8143, with £1000 ring fenced to each of the four sectors for the VDS. Non ring-fenced balance = approx £4000. It was agreed to give £250 to Southern Planning Aid for the work of Phil Turner.	CJ	
8.	AOB. Concern was raised about the signs in the village about the Old Orchard development. AW assured the committee that these would be down by the end of July.		
9.	Date and place of future meetings/events <ul style="list-style-type: none"> o August 20th , 7.30 pm (at Peter Betts' house) o October 15th, 7.30 pm (TBA at Shawford Parish Hall.) 		

Susie Evershed
Parish Plan Committee Deputy Secretary



**Compton & Shawford
Parish Plan Committee
AGENDA**

**Agenda for the Thirteenth Committee meeting
To be held at 7:45pm Monday 15 October 2007
in Shawford Parish Hall**

	Agenda Item
1.	Apologies:
2.	Minutes of last meeting (Please bring your own copy!) (available at http://compton.parish.hants.gov.uk/ParishPlan/Main/Meetings)
3.	Matters arising
4.	Progress with the Parish Plan questionnaire
5.	Progress with the Village Design Statement and Questionnaire
6.	To discuss plan of action for the writing the Parish Plan and Village design Statement
7.	Participation in the CASCA Village December party
8.	AOB
9.	Date and place of next meeting

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**Compton & Shawford
Parish Plan Committee
MINUTES**

**Minutes of the Thirteenth Committee meeting
Held at 7:45pm 15 October 2007 in the Compton Room, Shawford Parish
Hall**

Present:

Peter Betts
Carol Chaplin-Rogers
Sue Harding

Jean Millar
Colin Jones
Richard Skipper

Simon D Theobalds
Adrian Walmsley

	Agenda Item	Action	
		By	Date
1.	Apologies: Moira Beckett, Jonathan Bliss, Eric Caldwell, Susie Evershed, Terry Wilson, Andrew Witt (ACW)		
2.	Minutes of last meeting Approved.		
3.	Matters arising not covered elsewhere on the agenda None.		
4.	Progress with the Parish Plan questionnaire Jonathan Bliss reports overall response rate over 60%; with variations across the different parts of the village. Otterbourne Road significantly lower (around 38%) possibly due to the large number of new dwellings in Mountain Ash and Charwood Vale. It was agreed : <ol style="list-style-type: none"> To draft an article for the Parish Magazine, for Peter Betts signature, to thank parishioners for completing the questionnaire, and to let them know that late entries will be accepted up to 19 November. That the raffle will be drawn at the CASCA Christmas Party by George Beckett That the Raffle winning ticket numbers will be announced on Parish Noticeboards and Parish Magazine with, if they agree, names of winners. That we should formally thank Jonathan Bliss and Bill Goodyear for their excellent work in organising the distribution and collection of the questionnaires. 	ADW	24/10
5.	Progress with the Village Design Statement and Questionnaire TW with help from Pat Fennell has made good progress on the Compton Village input. ST has a 6 page draft of the Shawford section. See www.compton.parish.hants.gov.uk/ParishPlan/Main/VDSDraft RS is progressing the Southdown section. Otterbourne Road and Outlying Areas section needs to be chased. Note that the timetable which the City Council is expecting us to follow is at www.winchester.gov.uk/Business/Planning/LocalDevelopmentFramework/ (updated August 2007) They are expecting us to be working on our "draft Supplementary Planning Document and sustainability appraisal report" until December 2007, after which, according to the timetable, it will go out for public consultation in January and February 2008, followed by a period for amendments leading up to adoption and publication in July 2008.	TW	19/11

Compton & Shawford Parish Plan Committee
Minutes of meeting dated **15 October 2007**

	Agenda Item	Action	
6.	<p>To discuss plan of action for the writing the Parish Plan and Village design Statement</p> <ol style="list-style-type: none"> 1. ACW has offered to pull the whole document together 2. Agreed: Committee to work together in their pairs on their sections of the document. It should be possible to start working from the Open Day input, before receiving the tabulated results of the quesitonnaires. 3. Seek additional transport input from Mike Southgate (trains), Robin Tice (air), Roger Lowman (bus). 4. Obtain quote from Colourworld to produce PP/VDS document in the style of St Mary Bourne. 5. Pass name of Portsmouth printer to ADW to allow alternate quote to be obtained 	All	19/11
		PB	19/11
		ADW	19/11
		RS	19/11
7.	<p>Participation in the CASCA Village December party</p> <p>It was agreed that following the success of the Parish Plan/VDS display at the 2006 CASCA Christmas Party, the Parish Plan committee would assist with the 2007 Party in the following ways.</p> <ol style="list-style-type: none"> 1. Each committee member will try to sell 10 tickets to the party 2. We will have a display of progress to date on analysis of the questionnaire responses and drafting the final documents. 3. Produce tickets for the party and an ad for the November Parish mag 	All	30/11
		PB/TW	30/11
		JM	24/10
8.	AOB		
9.	Date and place of future meetings/events		
	7:30pm Monday 19 November 2007 in the Compton Room at Shawford Parish Hall		

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**Compton & Shawford
Parish Plan Committee
AGENDA**

Agenda for the Fourteenth Committee meeting

To be held at 7:30pm Monday 19 November 2007

in Shawford Parish Hall

	Agenda Item
1.	Apologies
2.	Minutes of last meeting (Please bring your own copy!) (available at http://compton.parish.hants.gov.uk/ParishPlan/Main/Meetings)
3.	Matters arising
4.	Progress with the Parish Plan questionnaire <ul style="list-style-type: none">• Latest stats on return rate (JB)• Update on progress made by Hannah at WACA analysing the questionnaires
5.	Progress with the Village Design Statement and Questionnaire (TW)
6.	Plan of action for the producing the Parish Plan and Village design Statement <ul style="list-style-type: none">• Reports from committee in pairs on progress drafting their sections.• Report from VDS subcommittee (TW)• Estimates from printers (ADW, RS)
7.	Participation in the CASCA Village December party: <ul style="list-style-type: none">• Ticket sales; preparation of display boards; tasks on the night
8.	AOB
9.	Date and place of next meeting

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**Compton & Shawford
Parish Plan Committee
MINUTES**

**Minutes of the Fourteenth Committee meeting
Held at 7:30pm 19 November 2007 in the Compton Room, Shawford Parish
Hall**

Present:

Moira Beckett
Peter Betts
Jonathan Bliss
Eric Caldwell

Carol Chaplin-Rogers
Susie Evershed
Jean Millar
Colin Jones

Richard Skipper
Adrian Walmsley
Terry Wilson
Andrew Witt

	Agenda Item	Action	
		By	Date
1.	Apologies: Sue Harding Simon Theobalds		
2.	Minutes of last meeting: Approved (available at http://compton.parish.hants.gov.uk/ParishPlan/Main/Meetings).		
3.	Matters arising not covered elsewhere on the agenda Roger Lowman had told Peter Betts there was nothing to report on buses.		
4.	Progress with the Parish Plan questionnaire <ul style="list-style-type: none"> i. Jonathan Bliss reported that following the third and final round of collections of completed questionnaires, we have increased the overall response rate to 76% (424 completed questionnaires from a potential maximum 559). Actual results by area are as follows: Compton Village 93/128 (73%), Compton Down 107/122 (88%), Shawford 56/85 (66%), Otterbourne Road 53/86 (62%), Southdown 108/131 (82%), Outliers (Silkstead, Itchen Farm, St.Cross Road) 7/7 (100%). ii. Peter Betts reported that Hannah at WACA was initially typing up all the handwritten comments from every questionnaire. As a result she was only processing three questionnaires per hour, which, if allowed to continue, would have meant that we blew our budget for time and cost. Hannah is now only entering the values from the tick boxes: she has processed 120 questionnaires. Peter is hoping that she will have completed the task in about a month. iii. Peter will hand out about 35 completed questionnaires to each committee member, as Hannah completes them. He asked committee members to analyse the handwritten comments: look for trends and any particular "quotable quotes". iv. Eric Caldwell suggested that after analysis the completed questionnaire forms should be handed to the Hampshire Records Office as a permanent historic record. Although the Records Office can apparently prevent access to records for a certain number of years, this raised questions of privacy as guarantees had been given to residents that their replies would be confidential and anonymous. Decision deferred. 	All	As rec'd
5.	Progress with the Village Design Statement and Questionnaire TW reported that there had been a quiet period over the summer. See www.shawford.parish.hants.gov.uk/ParishPlan/Main/VDSDraft for the draft of the section on Shawford; work on the Compton Village section is well advanced; the Southdown section is in hand; TW needs to talk about progress to the contributors of the Otterbourne Road and the outlying areas sections. A decision about how a Compton Down section of the VDS will sit alongside the already-approved Compton Down LADS will be taken after we see the analysis of		

Compton & Shawford Parish Plan Committee
Minutes of meeting dated 19 November 2007

Agenda Item		Action	
	<p>the Compton Down questionnaires. According to the timetable in the Winchester District Local Development Scheme, our "Draft Supplementary Planning Document and sustainability appraisal report" should be issued for public consultation in January and February 2008. We need to check whether this timetable is still achievable and notify WCC (Steve Opacic) of any changes.</p>	TW	17/12
6.	<p>Plan of action for the producing the Parish Plan and Village design Statement</p> <p>i. Action: All committee members (in their original pairs) to produce headings for their sections of the Parish Plan and bring to the next meeting so that we can construct a table of contents and eliminate duplication between sections and with the VDS.</p> <p>ii. VDS: see 5 above</p> <p>iii. Sue Harding had suggested that, to achieve two documents in one (PP and VDS), the VDS section be printed upside down starting from the back. In other words, readers would be able to flip the document over in their hands. It would have two front covers and could be read starting from either end until reaching the point in the middle at which the pages become upside down and you flip it over and start from the back which looks like another front. (This is easier to visualise than describe).</p> <p>iv. Estimates from printers; AW had obtained an estimate from Colourworld for printing a combined PP/VDS document of the same quality as the St Mary Bourne PP. Full details are with CJ as treasurer: in summary to print 1000 copies of a 24 page document would be £1685+VAT plus a design charge of £10 per page if we supply all the text and photos. ADW to obtain a second estimate from a printer whose name will be provided by RS.</p> <p>v. As our printer will be doing the page layout, committee members, when drafting their own sections, should not worry about fonts and layout. ACW requested that all use simple MS Word files to ease assembly into a single document.</p>	All	17/12
7.	<p>Participation in the CASCA Village December party:</p> <p>i. Committee members had had varying success in selling tickets due to overlap of areas covered, lack of time etc.</p> <p>ii. ADW to produce posters for the village noticeboards; JM will put up the posters.</p> <p>iii. Display boards: PB still has much of the material from last year's Christmas party, TW thinks he may have the large maps used at the Open Days, Hannah has been asked to provide preliminary stats from the questionnaires analysed to date. Tricia Caffyn has obtained maps of the rights of way throughout the parish – AW to ask Tricia to bring a copy for display on the night.</p>	ADW	17/12
8.	AOB	All	tbd
9.	<p>Date and place of next meeting Monday 17 December, 7:30pm in Shawford Parish Hall</p>	ADW	26/11

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Compton & Shawford
Parish Plan Committee
AGENDA

Agenda for the Fifteenth Committee meeting
To be held at 7:30pm Monday 17 December 2007
in Shawford Parish Hall

	Agenda Item
1.	Apologies
2.	Minutes of last meeting (Please bring your own copy!) (available at http://compton.parish.hants.gov.uk/ParishPlan/Main/Meetings)
3.	Matters arising
4.	Progress with the Parish Plan questionnaire <ul style="list-style-type: none">• Final stats on return rate (JB)• Update on progress made by Hannah at WACA analysing the questionnaires (PB)• Update from committee teams on tabulating written-in comments (All)• How to follow up offers of help (response to Q144)
5.	Plan of action for the producing the Parish Plan <ul style="list-style-type: none">• Reports from committee (in pairs) on proposed sub-headings for their individual sections.• Estimates from second printer (ADW)• Target dates
6.	Plan of action for the producing the Village Design Statement (TW) <ul style="list-style-type: none">• Update from VDS subcommittee<ul style="list-style-type: none">• Progress on different sections of the parish• Target dates and liaison with WCC Strategic Planning• Impact on the VDS of Winchester City Council's Local Development Framework consultation document.<ul style="list-style-type: none">• The consultation document can be downloaded from http://www.winchester.gov.uk/GeneralM.asp?id= SX9452-A7839FB0• Note that one of the options for discussion under "Step change" is development of Bushfield Camp.
7.	Feedback from the CASCA Christmas Party
8.	AOB
9.	Date and place of next meeting

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Compton & Shawford
Parish Plan Committee
AGENDA

**Agenda for the Fifteenth¹ Committee meeting
to be held at 7:30pm Monday 14 January 2008
in the Compton Room at Shawford Parish Hall**

	Agenda Item
1.	Apologies
2.	Minutes of last meeting 19 November (Please bring your own copy!) (available at http://compton.parish.hants.gov.uk/ParishPlan/Main/Meetings)
3.	Matters arising
4.	Progress with the Parish Plan questionnaire <ul style="list-style-type: none">• Final stats on return rate (JB)• Update on progress by Hannah at WACA analysing the questionnaires (PB)• Update from committee teams on tabulating written-in comments (All: PB will combine to make a summary)• How to follow up offers of help (responses to Q144) Please bring completed questionnaires if you have finished going through the written comments.
5.	Plan of action for the producing the Parish Plan <ul style="list-style-type: none">• Reports from committee (in pairs) on proposed sub-headings for their individual sections.• Estimates from second printer (ADW)• Target dates
6.	Plan of action for the producing the Village Design Statement (TW) <ul style="list-style-type: none">• Update from VDS subcommittee<ul style="list-style-type: none">• Progress on different sections of the parish• Lessons learnt from other VDSs in the pipeline (Oliveras Battery, Otterbourne)• Target dates and liaison with WCC Strategic Planning• Impact on the VDS of Winchester City Council's Local Development Framework <i>Core Strategy Issues and Options</i> consultation document.<ul style="list-style-type: none">• The consultation document can be downloaded from http://www.winchester.gov.uk/GeneralM.asp?id=SX9452-A7839FB0• Note that Bushfield Camp in our parish is listed as one of the options for development under "Step change" scenarios.• Report from Steve Opacic as briefing for PCs on the consultation document (ADW et al)
7.	Feedback from the CASCA Christmas Party
8.	AOB
9.	Date and place of next meeting

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¹ This replaces the meeting previously announced for Monday 17th December, which would have been the fifteenth meeting of the committee if it had gone ahead.

Compton & Shawford Parish Plan Committee
Minutes of meeting dated 14 January 2008

	Agenda Item	Action	
	<p>Simon Theobalds is making good progress on the history section.</p> <p>Other VDSs (including Oliver's Battery and Otterbourne) had been reviewed but they all differ so widely that there is no consistent format. Accordingly we will "do our own thing".</p> <p>TW and ADW had attended a briefing on Winchester City Council's Local Development Framework Core Strategy Issues and Options consultation document. This identifies the area in our parish either side of Bushfield Farm Road as one of the areas for development if a Step Change option is followed. We need to decide on our response to this.</p>		
7.	<p>Feedback from CASCA Village party: No major issues, but committee members were thanked for their efforts in selling tickets and arranging the displays.</p>		
8.	<p>AOB ADW notified members that the Parish Council's Annual Parish Assembly would be on Wednesday 23 April and suggested that this would be a good time to report on the Parish Plan.</p>		
9.	<p>Date and place of next meeting Tuesday 26 February, 7:30pm in the upstairs Heathcote Room, Shawford Parish Hall</p>		

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Compton & Shawford
Parish Plan Committee
AGENDA

**Agenda for the Sixteenth Committee meeting
to be held at 7:30pm Tuesday 26 February 2008
in the Heathcote Room at Shawford Parish Hall**

	Agenda Item
1.	Apologies
2.	Minutes of last meeting 14 January (Please bring your own copy!) (available at http://compton.parish.hants.gov.uk/ParishPlan/Main/Meetings)
3.	Matters arising
4.	Progress with the Parish Plan questionnaire a) Number completed to date b) Statistical analysis and issues/anomalies c) Analysis of written comments d) Estimated completion date e) Further information required f) Subjects still required g) Diagrams and photographs required
5.	Progress with the Village Design Statement
6.	Financial Report update
7.	To discuss plan of action for the publication the Parish Plan and Village Design Statement a) Cost estimates
8.	To decide format of progress report for the Annual Parish Assembly on 23 April
9.	AOB
10.	Date and place of next meeting

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**Compton & Shawford
Parish Plan Committee
MINUTES**

**Minutes of the Sixteenth Committee meeting
Held at 7:30pm 26 February 2008 in the Heathcote Room, Shawford Parish
Hall**

Present:

Peter Betts
Jonathan Bliss
Eric Caldwell
Carol Chaplin-Rogers

Susie Evershed
Sue Harding
Jean Millar
Colin Jones

Richard Skipper
Adrian Walmsley
Andrew Witt

	Agenda Item	Action	
		By	Date
1.	Apologies: Terry Wilson		
2.	Minutes of last meeting: Approved (available at http://compton.parish.hants.gov.uk/ParishPlan/Main/Meetings).		
3.	Matters arising not covered elsewhere on the agenda None.		
4.	Progress with the Parish Plan questionnaire <ul style="list-style-type: none"> a) Final stats on return rate: 424 questionnaires had been returned out of a possible 559 (76%). See previous minutes for return rate by area of the village. b) Statistical analysis and issues/anomalies SE had discovered various anomalies in the data; for example several single-person households where the only resident was aged between 0 and 5. RS suggested that this could be because the form had been misread. The committee decided that the majority of errors in the forms would tend to cancel each other out and that it would be inappropriate to go through the results and try to guess at the correct answer to those which were obviously in error. c) Analysis of written comments The comments from the questionnaires have been tabulated and are available on the PP website, together with the comments from the Open Days held in Spring 2007. See http://compton.parish.hants.gov.uk/ParishPlan/Main/Documents d) Estimated completion date Final draft of the text and action points to be completed by 31 March ready for ACW to massage into a consistent and correct use of language and grammar. e) Further information required Maps of the village with appropriate OS license to reproduce. Contact is Steve Lincoln at WCC f) Subjects still required ADW to complete Amenities and Transport section incorporating relevant sections of the draft from JM and EC. All members to identify action points related to their sections of the document and send updated version to PB. g) Diagrams and photographs required To be decided after the text is complete. 	ADW ADW ALL PB/ ADW	07/03 07/03 07/03 31/03
5.	Progress with the Village Design Statement RS reported that the VDS committee hope to have a first draft by 12 March. Nigel Pugh has agreed to write a Transport Section for the VDS.		

Compton & Shawford Parish Plan Committee
Minutes of meeting dated 26 February 2008

	Agenda Item	Action	
6.	<p>Financial Report update CJ reported that after settling outstanding bills, the largest being from WACA for support from Hannah Williams, £5771 remains in the Parish Plan account. This should cover expected printing costs of the Parish Plan and VDS documents, with not a lot left over.</p>		
7.	<p>To discuss plan of action for the publication the Parish Plan and Village Design Statement a) Printing estimates have been obtained from Colourworld and the Print Room. A further estimate is awaited from Bishops Printers In round numbers, the lower of the two estimates received to date gives a price of just under £1800 for a 24-page document in the style of the St Mary Bourne Parish Plan, for a print run of 500. Each additional 250 copies would cost a further £100. Because of the small incremental cost, the committee agreed we should order a minimum of 1000 copies to have plenty left over for newcomers who arrive in the village over the next few years. We should budget a similar amount for printing the VDS <i>[Post meeting note: the estimate has been received from Bishops and is similar to the other two, though the cost for additional copies is less]</i></p>		
8.	<p>To decide format of progress report for the Annual Parish Assembly on 23 April It was agreed to mount a display of the draft document at the Annual Parish Assembly, and that the chairman would give a brief report on progress to the meeting. There should also be an update on the Parish Plan in the Parish Council's Annual Review document which is delivered to all households with the meeting notice for the Annual Parish Assembly in early April.</p>	PB	23/04
		PB	28/03
9.	<p>AOB None</p>		
10.	<p>Date and place of next meeting Monday 31 March, 7:30pm in the Compton Room, Shawford Parish Hall (If the Compton Room is subsequently hired by a paying customer, Frank will move us to the upstairs Heathcote Room)</p>		

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Compton & Shawford
Parish Plan Committee
AGENDA

**Agenda for the Seventeenth Committee meeting
to be held at 7:30pm Monday 31 March 2008
in the Compton Room at Shawford Parish Hall**

	Agenda Item
1.	Apologies
2.	Minutes of last meeting 26 February (Please bring your own copy!) (available at http://compton.parish.hants.gov.uk/ParishPlan/Main/Meetings)
3.	Matters arising
4.	Progress with the Parish Plan questionnaire a) Comments on write up b) Omissions c) Additions needed d) Photographs e) Maps f) Action Plans g) Editing
5.	Progress with the Village Design Statement
6.	Financial Report update a) Written report to local Network Fund
7.	To discuss plan of action for the publication the Parish Plan and Village Design Statement a) Cost estimates
8.	To decide format of progress report for the Annual Parish Assembly on 23 April
9.	AOB
10.	Date and place of next meeting

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**Compton & Shawford
Parish Plan Committee
MINUTES**

**Minutes of the Seventeenth Committee meeting
Held at 7:30pm 31 March 2008 in the Compton Room, Shawford Parish Hall**

Present:

Peter Betts
Jonathan Bliss
Eric Caldwell
Carol Chaplin-Rogers

Susie Evershed
Jean Millar
Colin Jones
Adrian Walmsley

Terry Wilson
Andrew Witt

	A	Action	
		By	Date
1.	Apologies/Absent: Sue Harding, Richard Skipper, Simon Theobalds		
2.	Minutes of last meeting: Approved (available at http://compton.parish.hants.gov.uk/ParishPlan/Main/Meetings).		
3.	Matters arising not covered elsewhere on the agenda None.		
4.	Progress with the Parish Plan questionnaire a) Comments on write up b) Omissions: a. nothing on Aircraft Noise and Traffic Noise (yet). Nigel Pugh has agreed to write a transport section which will include this b. Should the Parish Plan contain sections on people's likes and dislikes about development, affordable housing, reuse of redundant farm buildings etc, or should this go into the VDS? Answer: the parish Plan can (and should) report on people's likes and dislikes; the VDS – if it is to be adopted as a Supplementary Planning Document - can only contain guidance statements which complement rather than contradict planning policy. c. Where do we record parishioners' dissatisfaction with H.3 policy boundaries?		
	c) Check additions needed: d) Provide list of village organisations for Appendix e) Provide list of organisations running regular events in the Parish Hall for inclusion in Appendix f) Photographs – locate high definition version of photos used in draft g) Maps: liaise with WCC h) Action Plans: check demographics (single person households) with WCC rating department i) ACW is ready to start editing for consistency of style, use of language etc.	All ADW JM ADW ADW SE ACW	
5.	Progress with the Village Design Statement Running a little behind schedule due to absences of key people and slippage of dates for contributions. VDS committee meeting should be held "soon".		
6.	Financial Report update PB has been asked to report on usage of £1050 youth grant: this represents about a quarter of overall costs of the Parish Plan PB to follow up a very competitive quotation from Bulpitts, who had printed the St Mary Bourne Parish Plan	PB/ ADW	9/4
7.	To discuss plan of action for the publication the Parish Plan and Village Design Statement All to proof read their sections and add action points as appropriate. ACW will edit content for consistency of style.		

Compton & Shawford Parish Plan Committee
Minutes of meeting dated 31 March 2008

	A	Action
8.	<p>To decide format of progress report for the Annual Parish Assembly on 23 April Rather than mount a display of the physical draft document at the Annual Parish Assembly, PB would give a report on progress to the meeting illustrated by slides. Action: obtain projector The Parish Council's Annual Review document, which will be delivered to all households with the meeting notice for the Annual Parish Assembly in early April, will contain an update on the Parish Plan.</p>	<p>PB ADW ADW</p>
9.	<p>AOB EC reported that Hampshire Records Office would keep the original questionnaires secure for whatever period we specify. ACW suggested that we ask the Record Office for their advice as to how long the records should be kept confidential</p>	<p>EC</p>
10.	<p>Date and place of next meeting PB proposed and those present agreed that no further meeting should be necessary. There will be an end-of-project party when the document has finally gone to press.</p>	

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**Compton & Shawford
Parish Plan Committee
MINUTES**

**Minutes of the Eighteenth Committee meeting
Held at 6:30pm 16 January 2012 at Compton Down, Hurdle Way**

Present:

Peter Betts
Jonathan Bliss
Eric Caldwell
Carol Chaplin-Rogers

Susie Evershed
Colin Jones
Susannah Mannerings
Wynne Rees

Richard Skipper
Una Stevens
Adrian Walmsley
Terry Wilson

		Action	
		By	Date
	A final meeting of the Parish Plan and VDS committees was held on 16 January 2012 to thank all contributors for their work on behalf of the community, and to agree the formal closure of the Committee.		
1.	Apologies/Absent: Jean Millar, Simon North, Simon Theobalds, Andrew Witt		
2.	Minutes of last meeting: Have been available since April 2008 at http://compton.parish.hants.gov.uk/ParishPlan/Main/Meetings		
3.	Progress with the Parish Plan The Parish Plan had been published in September 2008 and distributed to all households in the parish. It is online at http://compton.parish.hants.gov.uk/ParishPlan/Main/PPPublished The 31 action items identified in the Parish Plan are being progressed by the Parish Council.	PC	On-going
4.	Progress with the Village Design Statement After many iterations to arrive at a version which would be acceptable to the City Council, the VDS had been formally adopted as Supplementary Planning Guidance at Winchester City Council's Cabinet (Local Development Framework) Committee meeting on 10 November 2011. A printed copy was delivered to all households in the parish in December 2011. It is also online at http://www.compton.parish.hants.gov.uk/ParishPlan/Main/VDS		
5.	Financial Report After covering the printing costs of both the Parish Plan and the VDS, £1817.99 of the funds raised for the project remain unspent.		
6.	Closure of the Parish Plan Committee The Committee's constitution at http://compton.parish.hants.gov.uk/ParishPlan/Main/Constitution specifies: Dissolution of the committee <i>Upon dissolution of the committee any remaining funds held for the purpose(s) for which the committee was established shall be disposed of by the committee.</i> <i>Any remaining funds shall be distributed to any other charitable (or non-profit making) organisation(s) whose aims and objectives are similar to those for which the committee was established.</i> <i>In determining the identity of such an organisation the committee where practicably possible will have regard to such charitable (or non-profit making) organisation(s) within the locality of Winchester.</i> <i>The committee will convene an Extraordinary Meeting open to the public within the Parish for the purpose of identifying and, as appropriate, ratifying the distribution of those funds accordingly.</i> <i>No individual member of the committee shall benefit from the distribution of any such funds.</i> The first paragraph under Dissolution refers to the purpose(s) of the committee. The purposes are defined in the constitution (see reference above). Most of the purposes are specific to and conclude with the closure of the Parish Plan and		

Compton & Shawford Parish Plan Committee
Minutes of meeting dated 16 January 2012

		Action
7.	<p>VDS projects, but the following extracts could be relevant:</p> <p>Purpose: <i>The purpose of the committee shall be to act on behalf of the Parish Council to carry out the following tasks:</i></p> <ol style="list-style-type: none"> 5. <i>Liaise with relevant authorities and organisations to make the plan as effective as possible (including adoption of the plan and/or the Village Design Statement as Supplementary Planning Documents).</i> 6. <i>Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible.</i> <p>Subject to the agreement of the Parish Council, it was suggested that the Extraordinary meeting be held immediately preceding the Parish Council meeting on 6 March 2012. Proposals would be invited for suitable non-profit making projects or organisations to receive the balance of funds. It was further suggested that a community project related to the Diamond Jubilee might be an appropriate recipient.</p> <p>Date and place of next meeting (the public Extraordinary Meeting) Tentatively scheduled for 7:30pm Tuesday 6 March 2012 at Shawford Parish Hall</p>	

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Compton & Shawford Parish Plan Committee

Extraordinary Public Meeting to dissolve the Parish Plan Committee

7:00pm 6 March 2012 at Shawford Parish Hall

The Parish Plan Committee has completed its task by publishing the Parish Plan (in September 2008) and Village Design Statement (in November 2011).

Under the Committee's constitution:

Any remaining funds shall be distributed to any other charitable (or non-profit making) organisation(s) within the locality whose aims and objectives are similar to those for which the committee was established.

The Committee will convene an Extraordinary Meeting open to the public within the Parish for the purpose of identifying and, as appropriate, ratifying the distribution decide on the disposition of any remaining funds.

AGENDA

1. To report proposal(s) received for the disposition of the funds
 2. Public discussion
 3. Vote on proposal(s)
 4. Close (by 7:30pm)
-

More information

Visit <http://compton.parish.hants.gov.uk/ParishPlan/Main/Constitution> and/or contact the secretary adrian@walmsley.org.uk

Proposals to be received by the Parish Plan Committee secretary not later than noon on Monday 5 March 2012.

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Minutes of Meeting

Held at Old Brick House Compton at 19.30 on 24th August 2006

Present

Terry Wilson – Chair
 Carol Chaplin -Rogers
 Simon North
 Richard Skipper
 Peter Betts

	Agenda Item	Action	
		By	Date
1.	<p>Welcome and Introduction</p> <p>The chairman welcomed members to this, the first, meeting of the sub committee. It was intended to have a free ranging debate to discuss the way forward. It seemed that that are , at least , four main items for consideration, viz;</p> <ul style="list-style-type: none"> Co-opted Members of the sub committee VDS questionnaire Liaison with Winchester City Council Sustainability 		
2.	<p>Co-opted Members</p> <p>Difficulty was being experienced in finding parishioners to join this committee peter Betts agreed to contact Terry Long of the Compton Down Society and it was felt that Susie Evershed may take on the role to represent Compton Down</p> <p>Simon North will contact Chris Corcoran to see if he could give any advice on Planning Issues</p> <p>We need to check if there is any formal representation for the more outlying areas of the village e.g. Otterbourne Road, Silkstead.</p>	<p>PB SN</p> <p>RS</p>	
3.	<p>Village/Neighbourhood Design Statements</p> <p>This document produced by WCC and Atkins was briefly reviewed, primarily to ascertain responsibility for coordinating and leading the suggested structure</p>		
4.	<p>The Neighbourhood / Village Context</p> <p>This covers the Geographical and historic background; the current residents and future prospects and any special considerations that may affect development.</p> <p>It was agreed that Simon North would lead this section of the report</p>	<p>SN</p>	
5.	<p>The Character of the Landscape / Townscape Setting</p> <p>This covers the visual character, the relationship to surrounding areas and any special landscape features and how buildings are seen in the landscape.</p> <p>It was felt this item would overlap with the Parish Plan and responsibility and debate was deferred until the whole structure of the 'PP' and 'VDS' became clearer</p>	<p>TW/ PB</p>	

6.	<p>Settlement Pattern Character</p> <p>This covers issues such as the overall pattern of the village (distinct zones/layout); The character of the streets and routes through the village and the relationships between buildings and spaces.</p> <p>Terry Wilson will lead this section</p>	TW	
7.	<p>Buildings and Spaces in the Village / Neighbourhood</p> <p>This covers the character of distinct areas of building types; the height scale and density of buildings; hedges walls and fences; and distinctive features, materials and building materials</p> <p>Simon North will lead this section</p>	SN	
8.	<p>Highways and Traffic</p> <p>This embraces the characteristics of local roads; footpaths, cycle ways and parking; street furniture, utilities and infrastructure.</p> <p>It was agreed that Richard Skipper would take the lead role.</p>	RS	
9.	<p>Questionnaire</p> <p>It was agreed that a questionnaire would be needed to ascertain the views of residents. Clearly this must be co-coordinated with the overall Parish Plan questionnaire. Carol Chaplin- Rogers agreed to take the lead role on the production of a questionnaire covering VDS issues. Examples of other VDS questionnaires were handed over and direction given to web based information.</p>	CCR	
10.	<p>Winchester City Council</p> <p>It was accepted that close liaison would be necessary with WCC if the final report was to be accepted as representative of village use and thus could be adopted by the council for advice to developers and for consideration of individual planning applications. It was agreed that Terry Wilson would liaise with WCC and set up a meeting with the Director of Development as soon as possible.</p> <p><i>Post meeting Note: Meeting arranged with Steve Opacic –WCC- at 14.00 on 26 September at Avalon House</i></p>	TW	
11.	<p>Sustainability</p> <p>It is noted that a section dealing with sustainability issues must be incorporated in the VDS. This will be led by Terry Wilson and will be discussed at the meeting with WCC</p>	TW	
12	<p>Next Meeting</p> <p>No firm date was set until after the meeting of the main steering committee.</p>		

Minutes of Meeting

Held at Avalon House –Winchester at 14.00 on 26th September 2006

Present

Steve Opacic – Winchester CC

Terry Wilson – C & S VDS Sub Committee

	Agenda Item	Action	
		By	Date
1.	<p>Purpose</p> <p>To set up initial contact with Winchester CC and discuss liaison and key criteria in the development of the VDS.</p>		
2.	<p>Key Criteria</p> <p>The VDS must not be in conflict with Winchester City or National planning policies. It should align with the soon to published Winchester Local Plan 2006. A draft can be viewed on the WCC web site and a free copy will be given to C & S Parish Council.</p> <p>A key policy is DP3. This should be examined in the local plan and each point should be reviewed and expanded. The VDS should examine, in depth, the character of each village area and decisions made on which characteristics the village would like to keep. Winchester CC likes to see VDS's which go beyond the generalisations of Local Plans.</p> <p>It was also noted that the VDS should take account of policies PPS12 and PPG3, copies of which are available on the web site of the Department of Communities and Local Government.</p>		
3.	<p>Infrastructure</p> <p>Steve felt that a lot of infrastructure items would be in the Parish Plan. He did agree that roads and highways should be reviewed. To gain adoption of the VDS, any sections on roads/highways must be discussed and agreed with the Local Authorities. He felt that in C&S it would mainly involve Winchester City Engineers and he gave a contact name of Ian Elvin.</p>		
4.	<p>Housing</p> <p>It was pointed out that the Development policy on housing has changed recently, particularly for Compton Street and Shawford. The previous policy was to allow development on site frontage only. The new criteria allow infill development and specifically relate to item H4 of the Local Plan. There is a supplementary document, relating to the 'Implementation of Local Plan policy'.</p> <p>If the VDS comes out against infill development (i.e. using the full depth of the site), then an in-depth argument must be made and it must be good!</p>		
5.	<p>Workshop</p> <p>Steve felt that workshops involving local people were a good idea. This, in conjunction with a questionnaire, should aim to achieve a balance towards getting people to analyse the character of the area rather than just a statement of "What we want"</p>		

6.	<p>Sustainability</p> <p>The VDS must consider sustainability. Winchester CC will insist that a sustainability appraisal should be included in the final report. Guidance can be taken from the example included in Appendix 3 of the Local Plan. Steve did confirm that this example was probably 'over the top' for a VDS, but nevertheless, an appraisal should be done, omitting items which were not relevant. A matrix should be included which scored 'criteria v guidance'</p>		
7.	<p>Documents</p> <p>The final document need not be a glossy production. Winchester CC is more interested in content and the key is to use maps and photographs to support the text.</p>		
8.	<p>Procedures for Adoption</p> <p>The following items are critical:</p> <ul style="list-style-type: none"> • A clear statement of public participation. Records must be kept of meetings; numbers attending; comments made. The report must prove public involvement from an early stage and it should involve more than residents. Input should be obtained from local businesses and, where known, interested developers. • Each policy of guidance in the VDS report should be cross referenced to the number of the corresponding section or policy number in the Local Plan... • A sustainability appraisal must be included. 		
9	<p>Winchester City Council</p> <p>It was agreed that regular meetings could be held with Winchester CC to see that the VDS was progressing harmoniously. Dates would be agreed as appropriate. Initially Steve Opacic would be the primary contact.</p>		
10	<p>Next Meeting</p> <p>To be agreed as progress proceeds on the VDS.</p>		

Minutes of Meeting

Held at the Garden House, Southdown at 19.30 on 8th February 2007

Present

Terry Wilson (TW) – Chair

Richard Skipper (RS)

Simon Theobalds (ST)

Hilary Carter (HC)

	Agenda Item	Action	
		By	Date
1.	<p>Welcome and Introduction</p> <p>The chairman welcomed Hilary Carter and Simon Theobalds to their first meeting. Hilary will provide the link to the Compton Down Society with respect to the Design Statement agreed for Compton Down. Simon will represent the views of Shawford village.</p>		
2.	<p>Apologies</p> <p>Received from Carol Chaplin-Rogers (CCR)</p>		
3.	<p>Previous Minutes</p> <p>Accepted as a true record</p>		
4.	<p>Matters Arising</p> <p>Difficulty is still being experienced in finding enthusiastic parishioners to join the sub committee</p>	All	ASAP
5.	<p>The VDS Statement</p> <p>There was considerable discussion on planning and development issues currently being experienced in the parish. It served to illustrate the importance of a fully considered VDS covering the whole of the parish.</p> <p>TW advised the anticipated further planning application in Compton Village could result in another ‘courtyard’ development. The Compton Village Association (CVA) had appointed Southern Planning in Twyford to advise on appropriate action to oppose this intensive development. The initial advice included the instigation of a design statement which would comprise the nucleus of the VDS for Compton Village. It was felt that some of the grant obtained from Hampshire RSCF could be used to assist with the costs incurred. (CVA committee members had put in personal donations to start the process). The VDS sub committee was in agreement to this proposal, subject to overall approval being given by the main Parish Plan committee. TW also suggested that sections of this grant could be used by other resident associations to obtain similar strategic advice.</p>	TW	

<p>6.</p>	<p>Strategic Approach to VDS</p> <p>Earlier meetings of the VDS sub committee had considered the structure of the VDS as laid down in the Winchester CC guidance notes. Team leaders had been suggested for each of sections.</p> <p>It was now felt that the approach should be modified with team leaders being appointed for geographical sections of the parish. Each team leader should encourage residents to join and would be responsible for developing the VDS for their area, each area to contain the structure as laid down in the guidance notes.</p> <p>It was agreed to nominate the following:</p> <p>Southdown – Richard Skipper Compton Down – Hilary Carter Shawford – Simon Theobalds Compton Village – TBA following discussion by TW with CVA committee members</p>	<p>TW</p> <p>RS HC ST TW</p>	
<p>7.</p>	<p>Programme</p> <p>TW advised that Winchester CC had included the Compton & Shawford VDS into their overall approval programme. The key dates are:</p> <p>Pre – production: September 06 to March 07 Production: April 07 to December 07 Public Consultation: January 08 to February 08 Consideration/Representations: March 08 to June 08 Adoption: July 08</p>	<p>All</p>	
<p>8.</p>	<p>Open Days</p> <p>It was noted that two village open days are planned to provide information and hopefully get volunteers to participate in the Parish Plan and the VDS. These days are arranged on: March 17th – Reeves Scout Hall March 24th – Shawford Village Hall.</p> <p>RS remarked that some adverse criticism had been obtained following the 'exhibition' at the CASCA party in December 06. This mainly related to lack of facilities e.g. paper and pencil for attendees to submit comments/suggestions. It was accepted that more thought goes into the preparation for these two days in March. Ideas included:</p> <p>Pencils and paper for comments! A3 VDS sheets used at CASCA, mounted on a screen Rolling laptop power point presentation Provocative ideas to promote lateral thinking on village developments e.g.:</p> <ul style="list-style-type: none"> Density of development on Otterbourne Rd. Intensive courtyard development opposite the church in Compton Street The mass of the buildings at Longacre – Compton Down The intensive car parking at Shawford station The bleak blank wall architecture of the development off Otterbourne Rd. backing onto the M3 and the reverberated noise effect felt at Shepherds Down school. <p>It was felt that these examples and any others should be backed up with photographs to encourage residents to consider the threat to the 'Quality</p>		

	of Life' experienced in the parish.		
9.	<p>Open Day Attendance</p> <p>It was stressed that attendance at the Open Days would help to recruit local residents to join the working parties. It is essential to demonstrate that a wide spectrum of local people have made input to the VDS, if it is to be adopted by Winchester CC.</p> <p>Sub committee members could attend as follows:</p> <p>HC – possibly 17th RS – 17th only ST – Both dates, but not full time on both. TW – Both dates, but possibly from 12.30 on 24th CCR – TW to contact <i>(Post meeting note: CCR can do both dates, but with a shorter shift on 17th)</i></p>	TW	
10	<p>Next Meeting</p> <p>The meeting closed at approx. 9.45 pm. No firm date was set until after the meeting of the main steering committee.</p>		

Minutes of Meeting
Held at Shawford Village Hall at 20.00 on 13th June 2007

Present

Terry Wilson (TW) – Chair
Richard Skipper (RS)
Simon Theobalds (ST)
Carol Chaplin – Rogers (CCR)
Victoria Lindsay (VL)
Nick Campbell – White (NCW)

	Agenda Item	Action	
		By	Date
1.	<p>Welcome and Introduction</p> <p>The chairman welcomed Victoria Lindsay to their first meeting. Victoria will represent the views of Silkstead and outlying areas.</p>		
2.	<p>Apologies</p> <p>Received from Wynn Rees (WR) and Hilary Carter (HC)</p>		
3.	<p>Previous Minutes</p> <p>Accepted as a true record</p>		
4.	<p>Matters Arising</p> <p>There were no matters arising which were not covered on the agenda</p>		
5.	<p>VDS Questionnaire</p> <p>CCL had been working on the VDS section of the village questionnaire in conjunction with Peter Betts. A revised draft has been produced which has been tested for pertinence of the questions. Comments had been received which it was felt required some minor modifications, particularly to restrict the answers to residents own areas.</p> <p>It was agreed that CCL would modify the draft and re-circulate it to sub committee members for any further comment.</p>	CCL	25/06/07
6.	<p>Formation of Survey Teams</p> <ul style="list-style-type: none"> Shawford – Simon Theobalds. Two volunteers had been identified to join the team for Shawford village and ST had commenced the narrative. Southdown – Richard Skipper. It was agreed that CCL would be attached to this team and RS had identified two further members. RS felt he needed to widen the representation by finding more individuals across a more diverse area of Southdown. Compton Down – Hilary Carter. HC is acting as liaison with the Compton Down Society whose individual VDS has been adopted by WCC. TW to liaise with HC to agree how the existing VDS can be integrated into the overall parish VDS. 	RS TW/HC	ASAP

	<ul style="list-style-type: none"> Compton Village – TBA. TW advised that a draft appraisal had been prepared for the village following consultation with Southern Planning Limited (SPL). The 5 page document was currently with SPL for feedback and comment. It will require modification to fit with the parish VDS format. Once SPL's comments have been incorporated it will be sent to committee members for information. A formal team leader still needs to be appointed and TW is in discussion with the existing team to identify a leader. Otterbourne Road – Wynn Rees. WR had agreed to take on this role following the last VDS workshop. He will be supported by NCW and further residents, still to be identified. WR is not available for comment until late July. Outlying Areas – Victoria Lindsay. VR will commence with the hamlet of Silkstead and will incorporate other areas of outlying farmland as deemed appropriate. Further discussion is needed to identify the task and further assistance for VL. 	<p>TW</p> <p>WR/TW</p> <p>VL/TW</p>	<p>ASAP</p> <p>Late July</p> <p>ASAP</p>
7.	<p>Surveys</p> <p>Following discussion it was agreed that all survey work for Southdown, Shawford, Compton Village and Outlying areas should be completed by the 1st August 2007. Further discussion will be needed with WR and HC to determine dates for integration of Otterbourne Road and Compton Down. ST requested advice on the volume of narrative and number of photographs which should be included. It was agreed to consult Phil Turner (PT) for advice (<i>comments are requested via receipt of a copy of these minutes</i>).</p> <p>In the meantime it was agreed to follow the guidance in the notes issued by PT following the last workshop. In particular it was agreed to use the 'Local Distinctive Matrix' as a basis for recording of information. The example issued for Upham Village could be used as a guide for compilation of comments.</p>	<p>RS/ST/TW/VL</p> <p>ALL</p>	<p>01/08/07</p>
8.	<p>Feedback from Workshop of 19th May</p> <p>All present attendees of the workshop of 19th May felt that it had been of good value. The general consensus was to encourage the use of the workshops and utilize the experience and know-how of Phil Turner to ensure that our VDS would be on the 'plus side' of the curve.</p>		
9.	<p>Next Workshop</p> <p>It was agreed that the workshop of 23rd of June should be cancelled. The overall consensus was that the next workshop should be split across two half day sessions held on a weekday, preferably within the first two weeks of August 2007. TW to discuss suitable dates with PT (<i>by copy of the minutes – can PT give some thoughts to acceptable dates?</i>)</p>	<p>TW/PT</p>	

10.	<p>Programme</p> <p>TW advised that Winchester CC had included the Compton & Shawford VDS into their overall approval programme. The key dates are:</p> <p>Pre – production: September 06 to March 07 Production: April 07 to December 07 Public Consultation: January 08 to February 08 Consideration/Representations: March 08 to June 08 Adoption: July 08</p>		
11.	<p>Awareness</p> <p>RS stated that the awareness of the village residents of the VDS (and the Parish Plan) should be maintained and suggested that it would be appropriate to organize further village open days, specifically to illustrate progress. All present felt that this would be useful and TW agreed to discuss with Peter Betts possible dates and venues.</p>	TW	End June 07
12	<p>Next Meeting</p> <p>Progress meeting to be held at 07.30 p.m. on 11th July 2007 at Shawford village hall. TW to arrange booking.</p>	TW	

Minutes of Meeting
Held at Shawford Village Hall at 19.30 on 11th July 2007

Present

Terry Wilson (TW) – Chair
Carol Chaplin – Rogers (CCR)
Victoria Lindsay (VL)

	Agenda Item	Action	
		By	Date
1.	Introduction The meeting was primarily to discuss progress on the village surveys and to agree a date for the next workshop		
2.	Apologies No apologies were received from the absent members of the sub committee		
3.	Previous Minutes Accepted as a true record		
4.	Matters Arising There were no matters arising which were not covered on the agenda		
5.	VDS Questionnaire TW reported that the VDS questionnaire had been discussed at the last Parish Plan meeting. A number of amendments/omissions had been made, which were being incorporated into an updated questionnaire. This was being controlled by Andrew Witt.		
6.	Progress of Survey Teams <ul style="list-style-type: none"> • Shawford – In the absence of Simon Theobalds, no progress report was received • Southdown – In the absence of Richard Skipper no progress report was received. CCR reported that she had not yet been contacted by Richard and was therefore unaware of progress. • Compton Down – Contact has been made by TW with Steve Opacic (SO) of Winchester City Council. SO had advised that the existing VDS for Compton Down could be annexed to the proposed Compton and Shawford VDS. SO counseled that a review could be made to see if any updates were necessary. Peter Betts (PB) has contacted the Compton Down association to advise them of the situation. • Compton Village – TW advised that a draft appraisal had been prepared for the village following consultation with Southern Planning Limited (SPL). A copy was handed to VL for assistance with the 	ST RS HC TW	ASAP ASAP ASAP

	<p>preparation of the draft appraisal of the outlying areas. This document will now be discussed with WCC officers and also should be reviewed by Phil Turner</p> <ul style="list-style-type: none"> • Otterbourne Road – Wynn Rees has not yet commenced the survey and as he was absent from the meeting, no progress report was available. • Outlying Areas – Victoria Lindsay. VR has made considerable progress since the last meeting and produced a draft document with accompanying photographs. VR will use the draft Compton Village document to reformat the draft to integrate the photographs. It was also agreed to extend the scope to include the barn at the end of Shepherds Lane along with some remote buildings including the grain stores. 	WR	Late July
		VL	ASAP
7.	<p>Surveys</p> <p>It was noted that the timetable agreed at the last meeting should still hold i.e. all survey work should be completed by 01 August 2007.</p>	RS/ST/WR/VL	01/08/07
8.	<p>Next Workshop</p> <p>In the absence of key members no date could be agreed for the next workshop. Phil Turner has advised that he could accommodate two half day workshops in early August, but he would like notification as soon as possible. CCR was available between 2-8 August and VL was available until mid August. By copy of these minutes could everyone advise suitable dates in early August?</p>	ALL	ASAP
9.	<p>Programme</p> <p>TW advised that Winchester CC had included the Compton & Shawford VDS into their overall approval programme. The key dates are:</p> <p>Pre – production: September 06 to March 07 Production: April 07 to December 07 Public Consultation: January 08 to February 08 Consideration/Representations: March 08 to June 08 Adoption: July 08</p>		
12	<p>Next Meeting</p> <p>To be agreed</p>	TW	

Minutes of Meeting
Held at Shawford Village Hall at 19.30 on 27th November 2007

Present

Terry Wilson (TW) – Chair
Carol Chaplin – Rogers (CCR)
Suzannah Mannerings (SM)
Richard Skipper (RS)
Simon Theobalds (ST)
Wynn Rees (WR)
Nick Campbell-White (NCW)

	Agenda Item	Action	
		By	Date
1.	Introduction The chairman welcomed Suzannah Mannerings (SM) to her first meeting. Suzannah will represent the views of the outlying farm areas and consolidate views of the farming policies to be adopted.		
2.	Apologies Apologies were received from Victoria Lindsay		
3.	Previous Minutes Accepted as a true record		
4.	Matters Arising There were no matters arising which were not covered on the agenda		
5.	VDS Questionnaire TW reported that the Questionnaires had been returned and were currently being examined in batches of 35. It was noted that, of one sample, c.27% were in favour of some development. The majority felt however that there must be a limit on the density of development. Feedback is now awaited from the analysis of all the questionnaires.		
6.	Progress of Survey Teams <ul style="list-style-type: none"> • Shawford –First draft complete and incorporated for comment on the parish website • Southdown - First draft complete – now awaiting completed questionnaires to incorporate any salient comments • Compton Down – Peter Betts will now oversee the draft for this area. A synopsis of the already adopted VDS will be incorporated into the new Parish VDS document. • Compton Village – TW advised that a draft appraisal had been prepared for the village following consultation with Southern Planning Limited (SPL). Major editing is required to reduce the length 	ST RS PB TW	ASAP

	<ul style="list-style-type: none"> • Otterbourne Road – This survey will commence immediately. • Outlying Areas – First draft complete 	WR VL	ASAP
7.	<p>Land Management</p> <p>Suzannah Mannering agreed to take on the job of assessing and recording the land management policy to be adopted within the parish. SM will consult as necessary and will prepare a statement which reflects current acceptable farming policies within the parish.</p>	SM	Mid Jan 08
8.	<p>Bushfield Farm</p> <p>The situation concerning Bushfield was discussed at length. Currently the land is under temporary use but there are a number of potential schemes which may come under consideration. Nick Campbell – White has background information and agreed to review and record the policies for use of this land which would be acceptable to the parish</p>	NCW	Mid Jan 08
9.	<p>Programme</p> <p>TW advised that Winchester CC had included the Compton & Shawford VDS into their overall approval programme. The key dates are:</p> <p>Pre – production: September 06 to March 07 Production: April 07 to December 07 Public Consultation: January 08 to February 08 Consideration/Representations: March 08 to June 08 Adoption: July 08</p> <p>It was accepted that this programme would slip due to late receipt and analysis of the questionnaires. Every attempt will be made to complete as soon as practicable. The end of January 2008 was targeted as completion for the first draft</p>	ALL	End Jan 08
10	<p>Document Template</p> <p>It was agreed that a small sub committee would meet to discuss and document a template for the VDS document. This would comprise TW/RS/NCW and the meeting was arranged to be at Old Brick House on 6th December 2007 (Post meeting note: This meeting took place and a copy of the template is attached to these minutes)</p>	TW/RS/NCW	06/12/07
11	<p>Next meeting</p> <p>To be agreed once the analysis of the questionnaires had been received</p>	TW	

Village Design Statement



Compton & Shawford

Village Design Statement Sub Committee Document Template

1.	Summary	
2.	Introduction	Terry Wilson
3.	History/Settlement Pattern	Simon Theobalds
4.	Landscape Setting	Wynn Rees
5.	Built Form and Planning	Richard Skipper
6.	Farmland Management	Suzannah Mannering
7.	Highways/Traffic	TBA
8.	Acceptable Development	Nick Campbell-White
9.	Sustainability	Terry Wilson & WCC
10.	Appendices	

The people nominated will lead the production of the section of the document, calling upon other people/experience to assist as necessary.

The aim is to have a draft document available for discussion/consultation by mid January 2008