NEW ALRESFORD TOWN COUNCIL
Alresford Recreation Centre, The Avenue, Alresford, Hampshire, SO24 9EP
Tel: 01962 732079 Website: www.newalresford-tc.gov.uk

Minutes of the Meeting of Neighbourhood Plan Advisory Committee held on Thursday 5th November 2026 commencing at 7.30 pm

Member	Present	Apologies
Cathryn Alison (CA)	Y	
Lorraine Bailey (LB)	Y	
Cllr Ann Bean (AB)	Y	
Howard Boardman (HB)		Y
Michael Byrne (MB)		Y
Mike Clayton (MC)	Y	
Cllr Sam Dalling (SD)		Y
Ian Diver (ID)	Y	
Jan Field (JF)	Y	
Cllr Charles Flood (CF)	Y	
Tessa Harding (TH)	Y	
Cllr Katharine Harrison-Clow (KHC)	Y	
George Homes (GH)		Y
Cllr Barbara Jeffs (BJ)	Y	
Lucy Maggs Krebs (LMK)	Y	
Brigid Taylor (BT)	Y	
Paul Winstanley (PW)	Y	

IN ATTENDANCE: Four members of public.

NP26/010 TO NOMINATE A MEMBER TO TAKE MINUTES

Decision: The meeting re-affirmed Mike Clayton as minute taker for this and for subsequent meetings.

NP26/011 APOLOGIES FOR ABSENCE

Apologies accepted from 4 members: Howard Boardman, Michael Byrne, Sam Dalling, George Homes.

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NP26/012 DECLARATIONS OF INTERESTS

a. No Councillor declarations of interest.
b. Non-Councillor declarations:
    i. BT lives close to site NA01, but has been cleared by the Town Clerk for formal conflict
    ii. LMK is a NATT Trustee and Treasurer and so has declarable interest in NA06.
c. Dispensations: None, though BT and LMK intend to seek formal dispensations

NP26/013 MINUTES OF THE LAST MEETING

Minutes of last meeting on 14th October 2026 were approved.
The committee reviewed the actions from the full notes of the last meeting.

a. **Action**: LMK to meet the Clerk to secure access to a shared file storage for NPAC members.
b. Item 4: **Action**: MC to recirculate the full list of Swan consultation documents and photos, and add it to the formal record of the meeting (Appendix 2)
c. Item 6: Meeting discussed this at part 9 of the agenda.
d. Item 10: LMK received submissions, for discussion at part 6 of the agenda.
e. Item 11: Members noted multiple errors and misalignments with national policy. Some policy changes, such as those relating to heritage policy and density of development can have major implications for the Neighbourhood Plan.
    Action: BT to prepare a rubric for the work needed by each working group.

NP26/014 PUBLIC PARTICIPATION

a. **Speaker 1**: Decried delays to the process and implications for his property. Expressed concerns about the transparency of site selection, the make up of the NPAC committee, and that NPAC is not elected to make decisions. LMK noted that NPAC is constituted as an advisory committee. Decisions will be made by NATC as the elected body. All NPAC meetings are open to public and information will be shared where allowed by governance requirements.

b. **Speaker 2**: Noted that recommendations concerning housing use need to be made before consideration of sites for designation as green space. Disputed the consultants' view that, if not allocated as a housing site, Barn Meadow cannot be considered for designation as green space. Cited RTPI guidance, case law, and Court of Appeal judgment. LMK encouraged the speaker to send their formal paper on this to NPAC via the Town Clerk.

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c. **Speaker 2**: Requested a review of the accuracy of data in documents that will form the basis of NPAC's recommendations and the Town's submissions. BT endorsed the point that working groups must review all evidence, including consultation feedback. The Chair noted that the speaker had overused their time and requested that they email their remarks via the Clerk.

d. **Speaker 3**: Requested all agendas and minutes contain explanations of any acronyms used. Also requested placing the draft minutes on the NATC website ahead of subsequent meetings.
Action: MC to include explanations of acronyms in his notes and request the Town Clerk to do likewise in all agendas. (See Appendix 1)
Action: LMK to speak with the Town Clerk about placing draft minutes on the NATC website ahead of subsequent meetings.

NP26/015 NPAC SUBGROUPS

a. LMK noted which members could not attend the Housing Group on the advice of the Clerk, due to identified conflicts of interest. Those members were: CA, JF, and LMK. BT recused herself, but was asked to advise on technical planning matters. After substantial discussion, NPAC formed the following working groups. Each will convene for its first meeting within two weeks (by 19 November, 2026). Working groups can meet in any way they choose.
Action: Each member will review the declarations of interest they have already made and notify the Chair (LMK) if there is any change.
Action: BT will advise all groups on factual, regulatory, and legislation matters.
Action: CA to circulate diagram showing inter-relationships of key documents.

BT noted that NPAC needs to present evidence for everything that goes into the Neighbourhood Plan.
Action: BT to add documents containing evidence to CA's diagram.
Action: AB to sense-check the composite diagram.

NPAC Working Groups

Spatial Strategy and Housing: ID, KHC, LB, AB, HB, GH, TH, PW [BT to advise]
Action: AB will convene the first meeting.

Design and Heritage: BJ, CF, JF, CA, PW
Action: JF will convene the first meeting.

Environment and Green Space: ID, TH, CA, SD, HB [BT to advise]
Action: CA will convene the first meeting.

Getting Around and Community Facilities: KHC, LMK, SD, CF, MC, GH, BT
Action: KHC will convene the first meeting.

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Local Economy: BJ, LB, AB, JF, GH [BT to advise]
Action: LB will convene the first meeting.

b. **Decision**: Working groups will appoint lead (chair) and notetakers at their meetings, as they choose.

NPAC went on to discuss the work of the Working Groups.

i. Working Groups may need to secure new photographic evidence where building or other changes render existing photographs out of date.

ii. BT outlined the basic process for Working Groups to follow:

1. Review the health-check document
2. Read the existing evidence base
3. Review draft policies
4. Review consultation feedback
5. Assess full above for factual errors, inconsistencies, or gaps
6. Consider what the evidence tells them about policy needed
7. Draft policy (afresh or based on existing documents, as expedient)

iii. The Working Groups will report back to full NPAC (and thus to NATC). These must contain a 'safe summary' that contains nothing prejudicial to the interests of the town.
Action: LMK to liaise with Clerk to ensure that five Working Group reports are a standing item on future NPAC agenda.

NP26/016 REVIEW OF OUTLINE PLAN STRUCTURE DOCUMENT

This has been superseded by the allocation of 5 working groups.
Action: Each working group to review the Clerk's outline plan document and ensure it schedules all tasks that fall within its scope of work.

NP26/017 ADDITIONAL WORK

a. **The Strategic Environment Assessment** (SEA) is a compulsory requirement. It considers the Neighbourhood Plan and all policies, to assess the extent to which they deliver sustainable development and protect the environment. It considers whether their choices are the best available for the environment, the social needs of the town, and the economic context. Environmental considerations include: air quality, biodiversity, landscape, water, and green corridors. The SEA must be updated before the Regulation 14 consultation.

NPAC considers that this will require a consultancy commission by NATC, after NPAC reports with its recommendations. No member was able to offer a definitive interpretation of the Clerk's Agenda item.
Action: LMK to clarify with Clerk.
Decision: This item was deferred pending clarification.

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b. **Action:** The Spatial Strategy and Housing (SSH) Working Group will review the Site Options Assessment as part of its work.

c. NPAC members have reviewed the outline plan against the LUC Health-check. Outstanding work will be tackled by Working Groups - see NP27/006 (b.ii.1).

d. Additional Work

   i. Discussed at item 6a:
   Action: Spatial Strategy and Housing, and Design and Heritage working groups need to add a review of AECOM Design Codes to their workplans.
   Action: BJ to update cross-referencing in the Design Statement to current WCC Neighbourhood Plan.

   ii. **Action**: BT and MC to discuss suitable milestones in the process from here to delivery of recommendations to NATC.
   Action: MC to draft milestone schedule for review by NPAC.

   iii. MC noted the draft Risk Register and Stakeholder Register, prepared by MC/LMK.
   Action: MC to distribute draft Risk Register and Stakeholder Register for comment by Working Groups. Individuals are also welcome to comment directly to MC.

   iv. The comment in the health-check document regarding the GP Surgery is factually inaccurate.
   Action: Working Groups to ensure that any references made in the fact-base on which they rely are corrected accordingly.
   Action: LMK to liaise with Clerk to make this correction public.

NP26/018 MONTHLY MEETING SCHEDULE

NPAC will meet on the first Thursday of each month, until further notice. Noted the following meeting dates:

- 3 December, 2026
- 7 January, 2027
- 4 February 2027

Meetings will be at the ARC, at 7:30 pm and will finish by 9:30pm.

NP27/019 AOB

BT noted her name is Brigid Taylor, not Brigid O'Leary.

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APPENDICES TO THE MINUTES

The meeting agreed to circulate full notes of the meeting, including matters that do not fit easily into formal NATC minute structures. These appendices are a part of NPAC's formal public record.

Appendix 1: Acronyms used in the Agenda to this meeting and in these minutes:

ARC	Alresford Recreation Centre
DPI	Disclosable Pecuniary Interest
NATC	New Alresford Town Council
NPAC	Neighbourhood Plan Advisory Committee
NRI	Non-Registerable Interests
ORI	Other Registerable Interests
RTPI	Royal Town Planning Institute
SEA	Strategic Environment Assessment
WCC	Winchester City Council

Appendix 2: Full List of Swan Consultation documents received by NPAC from the Clerk

Document Name	***File Type***
AECOM Design Codes general	Photo
AECOM Design Codes NA 06	Photo
AECOM Design codes NA 07	Photo
AECOM Design Codes NA 08	Photo
AECOM Town centre enhancements opps	Photo
Opportunity Broad Street AECOM	Photo
AECOM Town centre enhancements opps 2	Photo
Employment & Community Facilities	Photo
Policy Architecture & Urban Design	Photo
Policy Employment	Photo
Policy Green & Blue Infrastructure	Photo
Policy Housing Strategy	Photo
Policy Key Views	Photo
Policy Local Green Spaces	Photo
Policy Local Heritage List	Photo
Policy Movement & Access	Photo
Policy settlement boundary	Photo
PolicyTown Centre	Photo
Site NA 01- opps and constraints Boards	Photo
Site NA 02 - opps and constraints Boards	Photo
Site NA 06 - opps and constraints Boards	Photo
Site NA07 - opps and constraints Boards	Photo
Site NA 08 - opps and constraints Boards	Photo
Site NA09 - opps and constraints Boards	Photo
Troy.DOC	PDF

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Notes - Boards	PDF
Notes - Summary of Boards and Online	PDF
Notes - Summary of Comments Boards	PDF
Notes -General	PDF

Appendix 3: Summary of Process Decisions, Made by NPAC

1. The meeting re-affirmed Mike Clayton as minute taker for this and for subsequent meetings.
2. Working groups will appoint lead (chair) and notetakers at their meetings, as they choose.
3. Item 8a was deferred pending clarification.

Appendix 4: Summary of Open Questions for Resolution

1. What work is required under 'review Interim SEA'?

Appendix 5: Summary of Commitments for Action

1. Whole NPAC

Each member will review the declarations of interest they have already made and notify the Chair (LMK) if there is any change.	**All**

2. Individuals

Convene first meeting of Spatial Strategy and Housing Working Group	AB
Sense-check the composite diagram.	AB
Prepare a rubric for work needed by each working group on misalignments with updated national policy.	BT
Advise all groups on factual, regulatory, and legislation maters.	BT
Add documents containing evidence to CA's diagram.	BT
Discuss suitable milestones in the process from here to delivery of recommendations to NATC.	BT/MC
Update cross-referencing in the Design Statement to current WCC Neighbourhood Plan.	BJ
Convene first meeting of Environment and Green Space Working Group	CA
Circulate diagram showing inter-relationships of key documents	CA
Convene first meeting of Design and Heritage Working Group	JF
Convene first meeting of Getting Around and Community Facilities Working Group	KHC
Convene first meeting of Local Economy Working Group	LB
Meet Clerk to secure access to shared file storage that NPAC can use.	LMK

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Speak with the Town Clerk about placing draft minutes on the NATC website ahead of subsequent meetings.	LMK
Liaise with Clerk to ensure that five Working Group reports are a standing item on future NPAC agenda	LMK
Clarify meaning of agenda item 8a with Clerk	LMK
Liaise with Clerk to make correction to GP Surgery statement public	LMK
Recirculate the full list of Swan consultation documents.	MC
Add the full list of Swan consultation documents and photos to the formal record of the meeting. (See Appendix 2)	MC
Include explanations of acronyms in meeting notes (See Appendix 1)	MC
Notify Clerk of need to explain of acronyms in meeting agendas	MC
Draft milestone schedule for review by NPAC.	MC
Distribute draft Risk Register and Stakeholder Register for comment by Working Groups. Individuals are also welcome to comment directly to MC	MC

3. Working Groups

Each working group to review the Clerk's outline plan document and ensure it schedules work that falls within its scope of work.	WG Chairs
Working Groups to ensure that any references in the fact-base regarding the GP surgery, on which they rely are corrected.	WG Chairs
The Spatial Strategy and Housing (SSH) Working Group will review the Site Options Assessment.	SSH WG Chair
Spatial Strategy and Housing (SSH), and Design and Heritage (DH working groups need to add a review of AECOM Design Codes to their workplans.	SSH and DH Chairs

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