

## Neighbourhood Planning Steering Group

Notes from the meeting held on Thursday 28th April 2016  
At 8.00pm

### In attendance

Leonora Mason, Jo Watkins, Vince Gunning, Cllr Richard Covington, Cllr Tim Le Mare, and Carol Hackett.

### Apologies

Neil Heard and Cllr Pauline Hume.

### Updates from previous actions

Pauline (advised by email as unable to attend meeting)

- To investigate the cost of 'business reply envelopes' – Royal Mail Business Reply licence to be taken out by Parish Council for use in returning Neighbourhood Plan survey responses
- Discuss with Parish Council the possibility of putting the questionnaire on-line, and advertising it on the village web site – Facility/use of West Ashton website to be available in liaison with Tim
- Possible drop-off points for questionnaire – Village Hall – Key is available from Richard to use the blue box attached to the notice board for return of questionnaires – Carol agreed to empty box

### Notes

Leonora referred to the meeting she had attended with our allocated Neighbourhood Plan 'Link Officer' from Wiltshire Council, Victoria Burvill. From this meeting she had gained a fuller understanding of the process for developing a Neighbourhood Plan, including the significant amount of work that would be involved, and questioned whether the Members of the Steering Group felt able to commit to such a task. Jo's initial response, was that she felt her current responsibilities meant she was unable to offer the full commitment needed to continue as a member of the Steering Group, however following further consideration she agreed to stay on the Steering Group in an 'observer' role. Following further discussion, Members recognised the importance of trying to develop a Neighbourhood Plan for West Ashton, and agreed to continue with the initial scoping stage of the process (the questionnaire), the level of response from which would give some indication of the amount of support there was from the local community for developing such a Plan.

Members then reviewed the amended draft questionnaire circulated prior to the meeting to consider if any further amendments were appropriate. Following a full review, a number of amendments and additional questions were agreed to ensure all the relevant issues were covered.

### Actions agreed from this meeting / Out-standing actions from previous meeting (O/S)

Leonora:

- (O/S) Prepare introduction statement for questionnaire
- (O/S) Carry out some research on 'Zoopla' web site

Pauline:

- (O/S) Possible drop-off points for questionnaires – BP Garage - seek permission from Garage Manager

Carol:

- To update questionnaire with amendments agreed at meeting and circulate to members

Richard:

- To confirm the amount of revenue that comes into the Parish (economic)
- To liaise with people who normally deliver the magazine, to ask if they would be prepared to deliver the questionnaire

Vince:

- To investigate appropriate 'sustainability' questions for the questionnaire

Tim:

- To arrange for questionnaire to be available for completion on the web site
- To contact magazine printers to get a price for printing the questionnaires

Date of next meeting

Yet to be decided.

Close of meeting

Meeting finished at 9.25pm.