

Neighbourhood Planning Steering Group

Notes from the meeting held on Wednesday 29th June 2016
At 7.30pm in the Village Hall

In attendance

Cllr Tim Le Mare, Cllr Richard Covington, Cllr Margaret Workman, Cllr Horace Prickett, Carol Hackett, and David King (planning Consultant - PlanningStreet).

Notes

Cllr Covington confirmed that the application to designate the Neighbourhood Plan Area had been originally submitted to Wiltshire Council by the Parish Council in October 2015, but had yet to be actioned and consulted on.

David King introduced himself to members, explained the benefits of a Neighbourhood Plan, and detailed how as a consultant he could help and provide guidance during the process –

1. Produce all the documents required to get the Plan completed – these would be started at the beginning of the process, and gradually evolve over time as more information is obtained and added
2. Project Manage the process

He then made reference to the ‘Ashton Park’ development, noting that Michael Kilmister was the Planning Officer who had been allocated the ‘outline’ planning application (15/04736/OUT). David suggested that the key document for the application, which members may wish to review, was the ‘Design & Access Statement’. Having spoken with the Planning Officer, he understood that the application ‘in principle’ was due to be considered by committee in October. This would then leave the ‘Reserved Matters’, on which a decision would be made at a later date i.e. building materials, lighting, parking etc.

David asked members to consider if they wanted policies within the Neighbourhood Plan which would influence aspects of the development (Reserved Matters), noting that as soon as the Plan had reached ‘regulation 14’ stage (which was possible within a year) it would have significant legal status. He also suggested that members may wish to start thinking about what benefits this development might yield for the local community, and create a ‘shopping list’ of ideas.

He noted that a Neighbourhood Plan could also include ‘Aspirational policies’ which dealt with issues other than ‘land use’.

Grant funding – Available from Locality via ‘mycommunity.org.uk’ up to a maximum of £9,000, which could be used to pay Consultants fees, printing, community engagement events etc.

Consultant charges – David confirmed that he would charge a flat fixed fee of £8,000 for 2 years support, with the aim of completing the Plan within this period. He had a colleague who could also facilitate community engagement events - £500 charge to design and run a half-day workshop, including a report from the event.

David noted that ‘Terms of Reference’ would be required for the Steering Group, and offered to provide a sample for consideration. He also noted that in order for any maps to be used in

any documentation it would be necessary to apply for an Ordnance Survey licence, which was free for Parish Council's.

Questionnaire – David suggested that the Village Questionnaire had missed out a couple of important questions:

- 1) Did respondents want a Neighbourhood Plan for West Ashton?
- 2) What area should the Plan cover?

Roles required within the Steering Group:

Chair – Cllr Le Mare offered to take on this role

Link Person – Carol Hackett offered to take on this role

Researchers – To be discussed further at next meeting (role involves creating an evidence base to support policies, researching documents and information online i.e. Core Strategy / flood risk analysis / census information etc.). Also using information to create an introduction statement at the beginning of the Plan – a ‘benchmark’ – what the community is like now, what are the issues etc. (approx. 15 A4 sheets), and a ‘Scoping Report’.

Actions agreed from this meeting

Steering Group:

- Establish Terms of Reference – Consider sample provided by Consultant at next meeting
- Apply for Housing Needs Survey (HNS) – Carol Hackett to contact Wiltshire Council to determine if HNS carried out in July 2013 could be used for the Neighbourhood Plan, or whether another one would be needed
- Apply for Ordnance Survey PSMA licence – Cllr Covington to ask Parish Clerk to action
- Apply for Locality grant – Carol Hackett to submit on-line application, with support from Consultant
- Neighbourhood Area Designation – Copy of application and map to be sent to Consultant – Carol Hackett to ask Parish Clerk to forward copy
- Start Scoping Research – To include topics indicated by Questionnaire, and additional ones to be suggested by Consultant
- Request ‘Maps’ from Wiltshire Council (Consultant to advise)

Consultant – David King:

- Carry out Questionnaire analysis (340 delivered, 45 returned) – Steering Group to consider analysis report at next meeting
- Start Consultation Statement (CS) – Add above analysis when complete
- Start Draft Neighbourhood Plan (NDP) – mention Ashton Parish – decision to try and influence ‘Reserved Matters’
- Forward ‘Templates’ to Steering Group
- Send fee quote to Steering Group – Steering Group to sign agreement at next meeting if notification received from Locality regarding grant application, and make arrangements to pay fees

Additional matters to consider at next meeting

- Outcome of Boundary (Governance) review (Wiltshire Council meeting 12th July)

- Further community engagement workshop – liaise with Sarah King (Facilitator) to arrange workshop date. Steering Group to design and print invitation leaflet for workshop, and consider other methods of advertising the event (Sarah King – Host Community Engagement event and provide report – Vision and Objectives). After event, report to be added to Consultation Statement.

Date of next meeting

Wednesday 13th July at 8.00pm in the Village Hall.

Close of meeting

Meeting finished at 9.13pm.

Other information

Members of the Steering Group who have resigned since the last meeting:

- Leonora Mason, Jo Watkins, Vince Gunning, Neil Heard and Cllr Pauline Hume

New member who has joined the Steering Group since the last meeting:

- Cllr Horace Prickett

Current membership of the Steering Group:

- Cllr Tim Le Mare, Cllr Richard Covington, Cllr Margaret Workman, Cllr Horace Prickett and Carol Hackett