

Neighbourhood Planning Steering Group

Notes from the meeting held on Wednesday 21st September 2016

At 6.30pm in the Village Hall

1. Open the meeting
The meeting commenced at 6.30pm.

2. In attendance
Cllr Richard Covington (Acting Chairman), Cllr Margaret Workman, Cllr Horace Prickett, Carol Hackett, and Nicola Duke (Parish Clerk – arrived part way through meeting).
Apologies
Cllr Tim Le Mare.

3. To approve the minutes of the meeting held on Wednesday 13th July 2016
The minutes of the meeting having been previously circulated to members, were unanimously approved and signed as a correct record.

4. Chairman's announcements
None.

5. Updates since the last meeting
 - 5.1 *Application to Locality for grant funding* – Carol confirmed that the application for £3,950 had been approved and the funds received (£3,440 1st instalment of Consultant support + £440 Community Engagement event facilitator + £70 towards cost of advertising = £3,950). £3,880 had already been paid to the Consultant, which left just £70 to cover the printing costs of advertising the Community Engagement event.
 - 5.2 *Housing Needs Survey (HNS)* – The Parish Clerk confirmed that she had made the request to Wiltshire Council on behalf of the Parish Council/Steering Group, for them to carry out the survey, but had not yet received confirmation of dates etc. – **ACTIONS** – Parish Clerk to chase up with Wiltshire Council and let Carol know when information received.
 - 5.3 *'Neighbourhood Plan' section on Website* – It was noted that Tim had not yet had the chance to design the website page/s as agreed at the last meeting – **ACTIONS** – Acting Chairman to follow up with Tim.

6. Wiltshire Council Neighbourhood Area Application Form – Review revised application document
The Acting Chairman referred to the revised document which had been updated by the Consultant, and circulated with the agenda papers. Following a full discussion it was unanimously agreed to approve the document, and request that the Parish Council resubmit it to Wiltshire Council. Parish Council to consider writing to Alistair Cunningham (Associate Director Economic Development and Planning Services, Wiltshire Council) to raise concerns about the amount of time that it has taken to action and respond to the initial request submitted by the Parish Council almost a year ago - **ACTIONS** – Parish Clerk to resubmit application, with a covering note to include a caveat regarding the proposed boundary changes.

7. Consider approval of ‘Terms of Reference’ document
The Acting Chairman referred to the sample document provided by the Consultant, which had been reviewed by Carol and himself as agreed at the last meeting, and circulated with the agenda papers. Following a brief discussion it was unanimously agreed to approve the document – **ACTIONS** – Carol to forward the approved document to the Consultant for his information.
8. ‘Community Engagement’ workshop – Agree date and how event will be organised
Margaret confirmed that all the information for the workshop had now been received from the facilitator, and suggested that it might be better to hold two sessions, to encourage as many people as possible to attend the event. Following a brief discussion a date of **Tuesday 11th of October** was agreed for the workshop, with sessions from **3.00pm to 5.00pm and 6.00pm to 8.00pm**. She agreed to design and arrange printing of the flyers for the event, with members helping to deliver them to all homes in the Parish – **ACTIONS** – Margaret to advise members when flyers ready for delivery.
9. Scoping Research – Allocate ‘topics’ for members to research
Following a brief discussion the ‘topics’ were allocated as follows:
 - Biodiversity - Margaret
 - Land and soil resources - Carol
 - Water resources and flood risk - Margaret
 - Air quality and environmental pollution – Consultant
 - Climate Change - Consultant
 - Historic environment - Margaret
 - Landscapes - Margaret
 - Population and housing - Richard
 - Community Wellbeing and Health - Consultant
 - Education - Horace
 - Service Centre Provision - Consultant
 - Transport - Horace
 - Economy and enterprise (e.g. jobs, employment, local businesses) - Richard
10. Plan of action / next steps
Actions agreed as above. Members to carry out Scoping Research as soon as possible, using guidance notes provided by the Consultant.
11. Any other Neighbourhood Planning Matters
None.
12. Date of next meeting
Wednesday 16th November 6.00pm (Before the main Parish Council meeting).
13. Closure of meeting
The meeting closed at 7.17pm