

Neighbourhood Planning Steering Group

Minutes from the meeting held on Wednesday 16th November 2016

Held in the Village Hall

1. Open the meeting
The meeting commenced at 6.08pm.
2. In attendance
Cllr Tim Le Mare (Chairman), Cllr Richard Covington, Cllr Margaret Workman, Cllr Horace Prickett (arrived at 6.35pm), and Carol Hackett.
3. To approve the minutes of the meeting held on Wednesday 21st September 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
The Chairman noted that he had created a link for the 'Neighbourhood Plan' from the West Ashton website: www.westashton.org.uk and would be uploading further information and documents to it over the coming weeks. He then referred to the offer received from a local resident at the recent Community Engagement event to join the Steering Group. He noted his intention to forward copies of the Steering Group meeting minutes and other relevant information to Mr Ron Pybus to update him on progress to date with the Plan, and invite him to attend the next meeting.
5. Updates since the last meeting
 - 5.1 *Housing Needs Survey (HNS)* – Carol confirmed that notification had now been received that the surveys would be ready for collection from Wiltshire Council on the 23rd January, with a closing date of 3rd March for responses to be submitted. Volunteers would be needed to deliver the surveys to all households in the Parish, with Wiltshire Council supplying stamped addressed envelopes for respondents to return the completed form/s – **ACTIONS** – Cllr Covington to email volunteers who normally deliver the quarterly magazine to ask if they would be prepared to deliver the surveys.
 - 5.2 *'Neighbourhood Plan' section on Website* – (please refer to item 4). The Chairman suggested that it might be helpful for members to have access to a document from the website which contained details of all the agreed actions, and key dates and milestones which would occur during the Neighbourhood Planning process. This would enable the Steering Group to help keep track of progress with the Plan and ensure its completion within a reasonable timescale – **ACTIONS** – Cllr Covington to prepare pro-forma, Steering Group members to provide information regarding dates and actions etc., Cllr Le Mare to create link on website for members to access document.
 - 5.3 *Application to designate Neighbourhood Plan Area* – Cllr Covington reported that the application had been re-submitted, and referred to an email he had just received from the designated Link Officer at Wiltshire Council. The email confirmed that the application to designate West Ashton as a Neighbourhood Area met the conditions of section 5A of the new regulations, and that there was no need to carry out a consultation. It was therefore anticipated that they would be in a position to issue a decision within the next week. Reference was also made in the email to the claimed delays in Wiltshire Council's actioning of the application – **ACTIONS** – Cllr Covington to follow up and respond if considered necessary.

6. 'Questionnaire Results Summary' - Review
The Chairman referred to the summary document originally prepared by the Consultant, which had been updated with the addition of graphs by Cllr Covington and Carol, and circulated with the agenda papers. Members were happy with the format and content of the summary – **ACTIONS** – Carol to send copy of final document to Cllr Le Mare for inclusion on the website.
7. 'Community Engagement' workshop 11/10/16 – Review event, and consider report prepared by Kerry Education
The Chairman referred to the report document circulated with the agenda papers. Members were happy with the format and content of the report subject to minor amendments to paragraph 2.1 (event timetable) – **ACTIONS** – Carol to amend document as necessary and forward to Margaret for approval before returning to Kerry Education.
8. Scoping Research – Review progress with allocated 'topics'
Members confirmed that they were progressing with the research for their allocated 'topics', and would aim to forward the completed templates to the Consultant by the end of November.
9. Consider frequency of Steering Group Meetings – monthly or bi-monthly
Following a brief discussion it was agreed that monthly meetings would be more appropriate. Dates were set for the following two meetings: **Friday 9th December at 3 o'clock**, and **Friday 13th January at 3 o'clock**. Carol to liaise with the Consultant to determine if there were any further matters that the Steering Group needed to be working on at the present time.
10. Plan of action / next steps
Actions agreed as above. Members to carry out Scoping Research by end of November and forward directly to Consultant.
11. Any other Neighbourhood Planning Matters
None.
12. Date of next meeting
Friday 9th December at 3 o'clock.
13. Closure of meeting
The meeting closed at 7.00pm.