

**Neighbourhood Planning Steering Group**  
 Minutes from the meeting held on Monday 23rd January 2017  
 Held at 23 Orchard Close, West Ashton

1. Open the meeting  
 The meeting commenced at 7.12pm.
  
2. In attendance  
 Cllr Tim Le Mare (Chairman), Cllr Richard Covington, Cllr Margaret Workman, Ron Pybus, and Carol Hackett.  
Apologies  
 Cllr Horace Prickett.
  
3. To approve the minutes of the meeting held on Wednesday 16th November 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 by the 31<sup>st</sup> of August he would be stepping down from all aspects of his voluntary work in West Ashton.
  
5. Updates since the last meeting
  - 5.1 *Housing Needs Survey (HNS)* – With the surveys now due for collection from Wiltshire Council, Carol agreed to contact the appropriate Officer and make arrangements to pick them up, and distribute them round to the volunteers who will be delivering them. Information to be placed on the web-site encouraging residents to respond to the survey, and a 'group email' sent out. Also include in the next edition of the magazine if it is likely to be distributed before the deadline for return of the surveys (3<sup>rd</sup> March) – **ACTIONS** – Carol to liaise with Wiltshire Council. Chairman to update web-site, send 'group email' and include information in Magazine if appropriate.
  - 5.2 *'Neighbourhood Plan' section on Website* – The Chairman reported that he had updated the web-site, and asked members to review the site and send him any comments or suggestions. Following a full discussion it was agreed that rather than using Facebook or Twitter as suggested by the Consultant to keep the local community updated on progress with the Neighbourhood Plan, it would be more appropriate to use 'group emails' – **ACTIONS** – All members to review web-site and feedback to Chairman. Chairman to send out regular 'group email' updates.
  - 5.3 *Application to designate Neighbourhood Plan Area* – The Chairman confirmed that the application had been approved by Wiltshire Council on the 5<sup>th</sup> December 2016, and covered the whole of the Parish Council's area.
  - 5.4 *Grant application to Groundworks for next tranche of Consultant support* – Cllr Covington reported that an application had been submitted by the Parish Clerk.
  - 5.5 *Prize draw winner for return of Village Questionnaire* – The Chairman noted that the draw had not yet taken place – **ACTIONS** – Chairman and Cllr Covington to co-ordinate prize draw and presentation of bottle of champagne, in time for inclusion of photograph and announcement in the next Magazine.
  
6. Draft 'Scoping Report' received from Consultant - Review document  
 The Chairman referred to the draft report prepared by the Consultant, which had been circulated to members prior to the meeting. Members were happy with the format and

content of the report subject to some minor amendments and correction of grammatical errors – **ACTIONS** – Carol to ‘track change’ document with the agreed amendments and return to the Consultant.

7. Draft ‘Neighbourhood Plan’ received from Consultant – Review document, and consider suggested policies (including possibility of including a policy to protect a special Local Green Space in West Ashton)  
The Chairman referred to the draft Plan prepared by the Consultant, which had been circulated to members prior to the meeting. Members were happy with the format and content of the document subject to minor amendments and correction of grammatical errors. Consideration was then given to the designation of a ‘Local Green Space’ within the Plan, and following a full discussion it was agreed to formally designate the Recreation Area at Shepherds Drove. Members also recognised the importance of ensuring a ‘green buffer’ on the Trowbridge side of the A350, and agreed to seek advice from the Consultant as to how best this could be achieved. Consideration was also given to whether any informal policies should be included within the Plan, and following a full discussion it was agreed to include a ‘tree protection’ policy – **ACTIONS** – Carol to ‘track change’ document with the agreed amendments and return to Consultant, along with details of proposed ‘Local Green Space’. Also to seek advice from the Consultant regarding the ‘green buffer’, and wording for the ‘tree protection’ policy.
8. Request from Consultant for photographs showing the present character and nature of the village – Allocate to Steering Group members  
Ron kindly offered to take all the requested photographs – **ACTIONS** – Carol to forward Ron details of the photographs required. Ron to take photographs and forward to Consultant.
9. Plan of action / next steps  
Actions agreed as above. Chairman to prepare a status report and update on progress with the Neighbourhood Plan, for inclusion in the next edition of the Magazine. To include a summary of the 7 proposed policies, and details of the link to the Neighbourhood Planning page on the village web-site.
10. Any other Neighbourhood Planning Matters  
None.
11. Date of next meeting  
To be arranged when action required by the Consultant, or in a month’s time (whichever is sooner).
12. Closure of meeting  
The meeting closed at 9.00pm.