

Neighbourhood Planning Steering Group
 Minutes from the meeting held on Monday 20th February 2017
 Held at 23 Orchard Close, West Ashton

1. Open the meeting
 The meeting commenced at 7.07pm.

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 Monday 23rd January 2017
 The minutes of the meeting having been previously circulated to members, were unanimously approved and signed as a correct record.

4. Chairman's / other announcements
 Cllr Covington referred to recent email correspondence to/from Hilperton Parish Council and Trowbridge Town Council regarding the effects of the boundary review carried out by Wiltshire Council i.e. the part of the Parish to be transferred to Trowbridge on the 1st of April was included within the Area Designation for Hilperton's Neighbourhood Plan. It was noted that this issue would be the same for West Ashton. – **ACTIONS** – Carol to seek advice from Consultant. Cllr Mrs Workman noted that she would be attending a meeting to be hosted by the 'Mead Academy', who were presenting their aspirations for running the two new primary schools and the secondary school planned for the new Ashton Park development – **ACTIONS** – Cllr Workman to report back to Steering Group members. Cllr Covington and the Chairman randomly selected the winner of the 'Prize Draw' for the return of the Village Questionnaire – **ACTIONS** – Chairman to contact winner and arrange presentation of bottle of champagne, in time for inclusion of photograph and announcement in the next Magazine.

5. Updates since the last meeting
 5.1 *'Neighbourhood Plan' section on Website – Review any Steering Group member feedback* – The Chairman reported that he had not had time to update the website, but hope to do so later in the week - **ACTIONS** – Carol to forward suitable items to Chairman for inclusion on the website. Chairman to advise when website updated, then members to review and feedback their comments.

6. Amended draft 'Scoping Report' received from Consultant - Review document
 The Chairman referred to the amended draft report prepared by the Consultant, which had been circulated to members prior to the meeting. Members worked through the report identifying minor amendments and grammatical errors – **ACTIONS** – Carol to 'track change' document with the agreed amendments and return to the Consultant.

7. Amended draft 'Neighbourhood Plan' received from Consultant – Review document, which now includes designation of the Recreation Area at Shepherds Drove as a 'Local Green Space', a 'Tree Protection' policy, and an expanded 'Landscaping Setting' policy

The Chairman referred to the amended draft Plan prepared by the Consultant, which had been circulated to members prior to the meeting. Carol reminded members that the designation of the Shepherds Drove Recreation Area as a 'Local Green Space' would stay in place as long as the plan was in force, and could not be undone until the plan expired. Members worked through the report identifying minor amendments and grammatical errors – **ACTIONS** – Carol to 'track change' document with the agreed amendments and return to the Consultant.

8. Consider submission of draft 'Neighbourhood Plan' to Wiltshire Council for Habitat Regulations Assessment (HRA) and Strategic Environmental Assessment (SEA) Screening

Members considered the Consultant's advice to submit the draft plan to Wiltshire Council for screening, however after a full discussion considered that it would be prudent to share the document with the Full Parish Council in the first instance, before submitting for formal screening – **ACTIONS** – Cllr Covington to make necessary arrangements.

9. Consider request from Wiltshire Council Link Officer, Vicky Burvill for meeting with Steering Group

Following a full discussion members felt it would be better to wait until the draft plan was submitted for screening before arranging a meeting with the Link Officer – **ACTIONS** – Carol to liaise with Vicky Burvill.

10. Plan of action / next steps

Actions agreed as above.

11. Any other Neighbourhood Planning Matters

None.

12. Date of next meeting

To be arranged when action required by the Consultant, or in a month's time (whichever is sooner).

13. Closure of meeting

The meeting closed at 8.32pm.