

**Neighbourhood Planning Steering Group**  
 Minutes from the meeting held on Monday 24th April 2017  
 Held at 23 Orchard Close, West Ashton

1. Open the meeting  
 The meeting commenced at 7.00pm.
  
2. In attendance  
 Cllr Tim Le Mare (Chairman), Cllr Richard Covington, Cllr Margaret Workman, Ron Pybus, Cllr Horace Prickett, and Carol Hackett.  
Apologies  
 None – all members present.
  
3. To approve the minutes of the meeting held on Tuesday 14<sup>th</sup> March 2017  
 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. Neighbourhood Area designation – To note advice and information received from Link Officer regarding the process for changing the West Ashton Neighbourhood Area to match the new parish boundary  
 Following on from the recommendation made at the last Steering Group meeting, to apply for a new neighbourhood area based on the new Parish Boundary, members reviewed the revised map provided by Wiltshire Council. There were some concerns raised that although the new boundary appeared to follow the same line as indicated on the maps provided for 'Scheme 26 & 27' used during the recent 'Boundary Review', there were no identifying features i.e. the new roundabout, 'eastern distributor road' annotated on the map, to help identify the exact positioning of the new boundary line (in particular there was a query as to whether any of the houses already built or the new Co-op shop could fall within the Parish of West Ashton). Members considered the advice received from the Consultant, however felt it was important that clarification was sought from Wiltshire Council regarding this matter, to ensure the boundary line was accurately and clearly defined – **ACTIONS** – Cllr Covington to refer matter to officer at Wiltshire Council who had dealt with the 'Boundary Review'. Carol noted that the Steering Group's Link Officer had kindly offered to prepare the new neighbourhood area application for the Parish Council to print off and sign. This would then need to be returned to Wiltshire Council along with a map of the proposed area, and a copy of the Parish Council meeting minutes showing that the Parish Council wish to change the neighbourhood area – **ACTIONS** – Cllr Covington to ensure matter is included on the agenda for the next Parish Council meeting.
  
6. Housing Needs Survey – Consider report received from Wiltshire Council, and comments from Consultant  
 Members noted the comments received from the Consultant that the report supported the position, as it found a very low housing requirement. However, there was a strong feeling that a recommendation should be made to the Parish Council to respond to Wiltshire Council on a number of matters - request that a note be included in the report detailing the fact that the 'Old Farm' Estate, which was included in the original questionnaire distribution was no longer part of the Parish / with a low response rate

of 20% its analysis cannot be considered a reasonable sample, consider the report is therefore statistically unreliable / low response rate could possibly be due to the intrusive personal and unnecessary questions. Carol noted that the Parish Council were also required to formally approve the Housing Needs Survey report, and advise Wiltshire Council accordingly – **ACTIONS** – Cllr Covington to ensure matter is included on the agenda for the next Parish Council meeting. Carol to advise Wiltshire Council of the grammatical errors identified in the report.

7. Draft Neighbourhood Plan – Discuss comments received from Consultant regarding proposed amendments to paragraphs 10.21- Policy 3 and the new Larkrise Farm Policy

Members reviewed the amendments made by the Consultant to the Steering Groups suggested wording agreed at the last meeting for paragraph 20.21 – Policy 3. Following a full discussion further amendments were made to paragraph ‘d’ (see appendix at end of minutes detailing amendments) - **ACTIONS** – Carol to advise Consultant accordingly. Several factual inaccuracies were noted with regards to the information about Larkrise Farm – **ACTIONS** – Cllr Prickett to review the text relating to Larkrise Farm and correct as appropriate, returning to Carol for forwarding to the Consultant.

8. Agree date for meeting with Wiltshire Council Link Officer, Vicky Burvill (possible joint meeting with North Bradley)

Following a brief discussion, Monday 15<sup>th</sup> of May was suggested as a possible date, with the meeting starting at 9.00am – **ACTIONS** – Cllr Prickett to discuss date with North Bradley Steering Group and advise Carol, who will then contact Link Officer.

9. Plan of action / next steps

Agreed as above.

10. Any other Neighbourhood Planning Matters

Cllr Le Mare noted his resignation from the Steering Group with immediate effect. Members fully understood the reasons for his decision, and thanked him for all his time and efforts with the supporting the Neighbourhood Plan. It was noted that a new Chairman would need to be appointed at the next Steering Group meeting.

11. Date of next meeting

To be arranged following the meeting with the Link Officer.

12. Closure of meeting

The meeting closed at 8.00pm.

## **APPENDIX**

### Draft Neighbourhood Plan – amendments to Policy 3 (design) paragraph ‘d’

*Amended wording of paragraph ‘d’ as suggested by Consultant*

d. Developments of more than 4 homes which incorporate the small-scale generation of renewable energy, either individually or as a group scheme, will be considered favourably subject to other policies of the plan.

*Amended wording as agreed by Steering Group*

d. Developments which incorporate the generation of renewable energy will be considered favourably subject to other policies of the plan.