

Neighbourhood Planning Steering Group

Minutes from the meeting held on Wednesday 18th October 2017

Held at 25 Bratton Road, West Ashton

1. Open the meeting
The meeting commenced at 2.09pm.
2. In attendance
Cllr Richard Covington (Chairman), Cllr Margaret Workman, Ron Pybus, Carol Hackett and Cllr Horace Prickett.
Apologies
None – all present.
3. To approve the minutes of the meeting held on Tuesday 19th September 2017
The minutes of the meeting having been previously circulated to members, were unanimously approved and signed as a correct record.
4. Outstanding Matters – Receive update if available
 - 4.1 Landscape Appraisal and Landscape setting policy – impact of the Ashton Park Development following changes detailed in outline planning application 15/04736/OUT – The Chairman noted that he had not heard back from Glen Godwin (Pegasus) regarding a date to present the revised plans to the Parish Council / Steering Group. Carol referred to the reply received from David King (Consultant) in response to the question raised at the last Steering Group meeting, which confirmed that the Landscape Report did not differentiate in detail between the actual elements of the scheme within Ashton Park, since a final scheme was not yet known. Rather the purpose was to establish an open area (or rural setting) between Ashton Park and the village of West Ashton (or at least as far as the new road). He did however suggest that elements could be added to section ‘b’ of the Landscape Policy if it was the wish of the Steering Group i.e. anti-glare lighting and impact of large roofs (e.g. make them green). Following further discussion it was unanimously resolved to ask David to add these suggested elements to the policy, along with reference to any other elements which may be required to protect the bats – **ACTIONS** – Carol to liaise with Consultant / Chairman to contact Glen Godwin to arrange a suitable date.
 - 4.2 Housing Needs Survey – Approval by Parish Council – There was some uncertainty as to whether the survey had been officially approved by the Parish Council – **ACTIONS** – Chairman to check through the minutes of the last couple of Parish Council meetings, and liaise with the Parish Clerk if necessary.
5. Allocation of site/s in Neighbourhood Plan
 - 5.1 Consider advice received from Link Officer and Consultant – Carol noted the response received from Vicky Burvill (Link Officer) which advised that, although it was possible that only one site would need to be put forward to meet the ‘affordable housing need’ identified in the Rural Housing Needs Survey, the Steering Group would need to carry out a formal site selection process (suggested that this should include all the registered SHLAA sites, as well as any other known available sites). This initial assessment would then need to be presented to the local community, to enable them to make comments, and provide the opportunity for any further sites to be put forward for assessment. She also noted that Wiltshire Council would be publishing an updated SHLAA in November (now called SHELAA, as it will take into account economic land as well), and

advised that Wiltshire Council were no longer able to offer mapping services for the foreseeable future. Carol noted that this advice had also been supported by the Consultant.

5.2 Consider quote received from Consultant to carry out site assessment and possible application to Locality for grant funding to cover the cost – Members considered that the quote of £2,350 represented good value for money and supported the submission of a grant application to Locality to cover the cost – **ACTIONS** – Chairman to liaise with Parish Clerk regarding grant application / Carol to advise Consultant accordingly.

5.3 Consider work involved for the Steering Group – prepare a timetable and allocate responsibilities – Carol referred to the quote received from the Consultant which detailed the actions he would be taking, and the responsibilities allocated to the Steering Group. List of all actions were as follows (Steering Group responsibility highlighted in yellow):

To create Site Selection Report (SSR) for Wiltshire SHLAA West Ashton sites

- Create initial draft Site Selection Report (SSR) report based on recognised objective criteria
- Establish background and policy context, explain methodology
- Create site selection matrix
- Create site survey form
- **Steering Group to survey sites for constraints and provide images and site maps.**
- Input Steering group data into SSR
- Provide draft report with initial recommendation for community engagement
- Minimal advice on community engagement
- Take inputs from **community engagement (managed and recorded by the Steering Group)** and put into consultation statement (CS).
- Include assessment of up to two additional community-suggested sites over and above SHLAA
- Revise SSR
- Issue SSR to Steering Group
- Incorporate SSR recommended sites into NP, creating draft policy
- Update CS and SR as appropriate.
- Resulting draft NP to be submitted for Screening by Steering Group

With David advising that the site selection process should not start until the new SHELAA document has been published by Wiltshire Council, the following timetable was suggested:

- November 2017 – SHELAA published by Wiltshire Council
- November / December 2017 – Consultant to finalise site survey form and sites to be agreed / Steering Group to survey sites (2 – 3 weeks) (**Ron take photos, Carol prepare maps, Carol & Chairman complete survey forms with support from other members**) / Consultant to input data into Site Selection Report and provide draft report for community engagement
- December – Brief update to be published in village magazine and circulated via ‘village’ email circulation list (**Chairman**). Separate flyer advertising the consultation event to be designed (**Ron with support from other members**) and hand delivered (**Ron**)
- January 2017 – Community consultation event (content and advertising to be discussed further at next Steering Group meeting)

5.4 Update Progress Report - Review draft document, and consider how best it should be used / circulated – It was agreed to publish the full report on the web-site, and use extracts from it in the magazine article and in the email circulation –
ACTIONS – Chairman to action accordingly.

6. Plan of action / next steps
As detailed above.
7. Any other Neighbourhood Planning Matters
None.
8. Date of next meeting
To be set when SHELAA published.
9. Closure of meeting
The meeting closed at 3.00pm.