

**Neighbourhood Planning Steering Group**  
 Minutes from the meeting held on Thursday 25th January 2018  
 Held at 33 Bratton Road, West Ashton

1. Open the meeting  
 The meeting commenced at 2.08pm.
2. In attendance  
 Cllr Richard Covington (Chairman), Cllr Margaret Workman, Carol Hackett and Cllr Horace Prickett.  
Apologies  
 Ron Pybus.
3. To approve the minutes of the meeting held on Wednesday 18<sup>th</sup> October 2017  
 The minutes of the meeting having been previously circulated to members, were unanimously approved and signed as a correct record.
4. Outstanding Matters – update for information
  - 4.1 Presentation of revised plans for Ashton Park Development – Revised plans presented by representative from Pegasus at Parish Council meeting in November.
  - 4.2 Steering Group responsibility to survey sites – Site survey templates provided by Planning Consultant, and following ‘skype’ training session, and informal meeting in January to review progress, templates completed by members.
5. Allocation of site/s in Neighbourhood Plan
  - 5.1 ‘Neighbourhood Plan Site Selection Questionnaire’ – Review draft document – Members reviewed the document in detail and a number of amendments were agreed – **ACTIONS** – Carol to amend document accordingly and circulate to members for their final approval, before sending to Planning Consultant for his consideration.
  - 5.2 ‘Flyer’ – Review draft document - Members reviewed the document in detail and a number of amendments were agreed – **ACTIONS** – Carol to amend document accordingly and circulate to members for their final approval, before sending to Planning Consultant for his consideration.
  - 5.3 ‘Community Engagement draft Site Selection Report January 2018’ – Review document prepared by Planning Consultant – Members confirmed that they had read the document and were happy with its content – **ACTIONS** - Carol and Margaret to review the document for typos/grammatical errors, before returning to the Planning Consultant.
  - 5.4 ‘Site Selection Consultation’ – The following dates / actions were agreed:
    - 220 A5 **Flyers** advertising the public meeting to be printed, ready for *delivery during the week commencing 5<sup>th</sup> February* (Ron previously offered to deliver). A4 copies of flyer to be placed on Notice Board and in the Village Hall, and also on the website
    - Date of **public meeting** agreed as *Friday 16<sup>th</sup> February* – 3 sessions: 10.30am to midday (during coffee morning), 2.00pm to 4.00pm, and 7.00pm to 8.30pm. Refreshments to be available at all 3 sessions (bar may be opened in the evening). Further Steering Group meeting to be held to formalise the content and arrangements for the public meeting

- Questionnaires – To be printed ready for *delivery during the week commencing 19<sup>th</sup> February*. Return date for questionnaires 16/3/18.

6. Any other Neighbourhood Planning Matters  
Carol noted that a request had been received from the Planning Consultant for his next tranche of fees – **ACTIONS** – Carol and Chairman to liaise with Parish Clerk.
7. Date of next meeting  
Two dates were suggested – Monday 12<sup>th</sup> February 9.00am or Tuesday 13<sup>th</sup> February 9.00am – final date to be confirmed.
8. Closure of meeting  
The meeting closed at 3.15pm.