

Minutes of Neighbourhood Plan (NP) Steering Group Meeting, 5 August 2014

Present

N Wilson (Chair), A Hayward, I Draper, P Favier, D Mace, A Foster, R Ford, R Hewlett, G Humphries, J Brentor, H Mace (Sec)

1. Apologies

H Wilcox, J Oram, M Tribe, A Foster, S Lacey, S Bircham-Walker, S Barnehurst-Davis

2. Declaration of Interests & registration

No new declarations – see earlier minutes

3. Review & agree minutes

These were accepted by the meeting - no changes were proposed.

There were a couple of discussion points:

- if the Charles Church plans application was delayed by 18 months could the NP influence the application? It was agreed by all present that the Steering Group had no mandate at present to comment on the plans although of course individuals can (and were urged to by PV).
- regarding incentives to complete the main quantitative survey (November), it was agreed that a prize draw for all respondents is best with prizes of, eg, meal for 4 in local pubs.

4. Chairman

It was officially confirmed that Nikki Wilson is the new Chairman. In the absence of Alan Foster, Project Manager, she gave a short report on the Project Plan status. This is currently up to date with all known dates and actions included (emailed to all working group members on 30 July) with an appeal to keep him informed on completion dates and tasks. **All Working Group Leads**

5. WC proposals for Revised Settlement Boundaries

NW and DPM attended a presentation on the above. This will not be completed until September 2015 but there are several deadlines during the period so we must keep abreast of them. How it fits in with the NP is not entirely clear. As a result of discussion on whether it is taking power from the NP and how the SHLAA areas will be included, it was decided to:

- invite the Spatial Planners (speakers at meeting) to the October Steering Group – **Nikki Wilson**.
- discuss with Sarah Hughes/ invite to Steering Group – **Richard Ford**
- brief Julian Johnson on NP – **Nikki Wilson**

Item for Sept SG meeting will be discussion of proposed Settlement Boundary - the current map, dates of different stages in consultation plus the presentation slides are on the WC website. **All**

6. Sustainability Appraisal (SA)

ID gave a brief report of his paper sent to all working group members prior to meeting. He stated that a SA is not statutory but that he would recommend a SA Scoping Report (from which SA would be developed). This covers all the base data for Downton. It can be done in house but time consuming so he'd recommend getting a consultant to carry out (possibly 3-5 days work). Agreed by the meeting. To get 3 quotes for SA Scoping Report – **Ian Draper**.

7. Working Groups' reports

Research

- a. **Traffic surveys** – for Charles Church conclude that this development will have no significant impact on traffic flows at the various junctions on to the A338 but, if further development follows, the Headlands junction will be over capacitated by 2019. How will this be managed? There is no information in this survey relating to East/West flows along the Borough. If no other surveys are available we may have to do our own:
Ask Sarah Hughes what info is available – **Richard Ford**
Contact Highways Dept direct – **Ian Draper**
Downton Soc HGV campaign – **Nikki Wilson**
- b. GH suggested a map of the sewers would be helpful in answering questions from the public. However this does not exist as such and indeed would not show where problems lie.
- c. **Business Survey**. PV has produced a short questionnaire, seeking baseline information, which he will deliver to all units on the Business Estate for completion which he will then collect. It was suggested that shops/ other retail outlets also be surveyed. **Peter Favier**

Vision/ Modelling

NW has recruited Christopher Bird to this group as she, as Chairman, will now be spending more time in a more strategic role. The Group are continuing to work on the November quantitative questionnaire (to be delivered to all households) and so welcome all comments. **All**

Engagement

1. Engagement leaflet (changes made following last meeting) to be delivered to all houses in latter half of August. The purpose of the leaflet is to inform about NP, to ask residents to complete the web survey and to promote two Open Days in early Sept. The results from the survey will be available early Oct to inform the Vision questionnaire.
2. 'Pop up' sessions have taken place at Primary School parents' evenings (3), Charles Church exhibition and further planned include in Moot Lane, Country Market.
3. All clubs, organisations and stakeholders (eg police, Wilts & Dorset, surgery etc) contacted, with some feedback received. Others to be followed up.
4. The link to the web survey has been sent out to Primary School parents, all on NP database, and it is also on Trafalgar Facebook page and Downton Mums Net. All were urged to complete it and pass on to friends if not already done so. **All**
5. **Website** – It is likely that we will need another person to improve and manage the website. It may be necessary to get a new domain name. Suggested persons to help included Trafalgar School students (D of E). Further ideas to JB/HM. **All**

8. Funding/ Grant application

RF will do this once he has a credible bid – will liaise with ID re consultant for SA. We can only apply for this funding once and the money has to be used by the end of the year. Items such as printing, hall hire, banners and pop up gazebo can also be included. **Richard Ford**

6. **AOB** - None

7. **Next meeting** - Tuesday 2 September 2014, 7.30pm, White Horse.