


## Minutes of Neighbourhood Plan (NP) Steering Group meeting, 1<sup>st</sup> July 2014

### Meeting Number 6

Present: Adam Hayward (chair), Richard Ford, Ian Draper, Jane Brentor, Nikki Wilson, Margaret Tribe, Helen Wilcox, Rob Hewlett, Paul Favier, Graham Humphries, Alan Smith

Apologies: Hilary Mace, Dave Mace, Alan Foster, Isobel Griscti.

		Actions
1.	<u>Conflict of interests</u> No change to previous record	
2.	<u>Review of last minutes</u> Agreed	
3.	<p><u>Future role of the Chair</u></p> <p>Due to Adam Hayward having been co-opted onto the Parish Council and because of the continued desire to maintain a community run Steering Group that is sponsored but not run by the Parish Council, Adam tendered his resignation as Chair. He expressed his strong wish to remain fully involved in the activities and contribute when he can. Nikki Wilson has offered to step in as chair. No others opted to stand against her and the group thanked her for her offer but agreed to give a week's grace for any other volunteers – by notice of these minutes – before confirming her appointment. The Steering Group thanked Adam for his commitment and initiative in getting the Neighbourhood Plan going in Downton.</p> <p>NB There was some discussion following a view expressed by Rob Hewlett that members of the Parish Council may not be sharing information fully about the potential income to the area from Charles Church if their application is accepted. It was made clear that the Parish Council Housing Committee is an open meeting where this question can be asked and an answer provided if the Council is in a position to share information. It was also noted that the proposed Neighbourhood Plan cannot influence a current planning application as it is not likely to be subject to a referendum for approximately 18 months.</p>	All Steering Group members
4.	<p><u>Project Plan update</u></p> <p>Adam, Alan, Ian, Helen and Nikki (as chair, project manager and representatives from each working group) met the same day in the afternoon. During this meeting an overview plan was presented and discussed. This will be emailed to all working groups to populate with events and actions. Alan will facilitate the joint meeting of the three working groups within the next two weeks.</p> <p>Attached is the draft but PLEASE NOTE it is 126 pages long and only pages 1- 5 are relevant at this stage so it is suggested that it is not printed!</p>  <p>NP Plan 2014 July.pdf</p> <p>It was also accepted that the focus of each of the working groups may change over time.</p>	<p>AF</p> <p>All – for info</p>
5.	<u>Updates from working groups</u>	Actions

<p>Nikki presented for the <b>‘Vision’</b> group.</p> <ul style="list-style-type: none"> <li>• The working group has produced a Draft Vision Statement as requested – for views and comments. This addresses the issues below: <ol style="list-style-type: none"> <li>1) Housing Development and Housing Site Policies</li> <li>2) The Built Environment</li> <li>3) Community Facilities and Services</li> <li>4) Infrastructure – transport and communication and Infrastructure – power and drainage.</li> <li>5) The Local Economy</li> <li>6) Supporting local distinctiveness</li> <li>7) Community Well Being and Leisure</li> <li>8) The green environment (landscape and nature conservation)</li> <li>9) Sustainability, energy and climate change.</li> </ol> </li> <li>• The framework will cover an introduction to each issue, public opinion and initial proposals. There will also be a questionnaire linked to each issue with an answer that people can score 1 – 5 depending on level of agreement so that an objective analysis can be undertaken. A draft will be circulated (by Nikki via Jane)</li> <li>• It was agreed that this draft will be added to as more information is gained from future engagement events and that the outcome of the questionnaire will be vital to inform further research within the relevant working group to evidence (or not) public beliefs or views.</li> <li>• The Vision group has undertaken the above with reference to an analysis of previous local surveys undertaken over the last 3 – 4 years.</li> <li>• There was some discussion about local willingness to respond to questionnaires and it was suggested that some form of inducement (that would not influence the outcome) might be considered. A query was raised as to whether the area board would support this.</li> </ul> <p>Jane presented for the <b>‘Engagement’</b> group:</p> <ul style="list-style-type: none"> <li>• Jack continues to remain involved although he is abroad and may be finding it difficult to contribute as no response received from recent request to add more info to website. It was suggested that the IT Shack (Paul Smith) may help if Jack unable to continue to contribute.</li> <li>• The Engagement group will attend Parents’ evenings at the Primary School on the 8<sup>th</sup> and 9<sup>th</sup> July and a New Parents’ meeting on the 15<sup>th</sup> July but requested support from others please. Peter volunteered.</li> <li>• Group attended the Good Companions meeting with positive involvement and views recorded.</li> <li>• Awaiting response from other community contacts by 18<sup>th</sup> July – a reminder will be sent if response is limited.</li> <li>• All known contact addresses will be contacted once web site is updated to ask people to view and to ask for completion of the qualitative questionnaire.</li> <li>• A draft Engagement Strategy was presented to the Steering Group for comment. It was agreed that this would be attached to the minutes and any further comments requested to be received within one week of issue of the minutes. If no comments received the Strategy will be approved. See below:</li> </ul>	<p>already allocated within groups</p> <p>NW/JB</p> <p><b>Needs action but no one identified</b></p> <p>ALL</p>
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Community  
Engagement Strategy

- Engagement group has recognised that there remains some confusion re clarity of message – need to show the advantages of a NP more clearly, respond to the view that ‘we have our planned housing so there is no point’ and evidence assumptions or widely held views. A leaflet has therefore been produced with the proposal that this will be dropped to all households at the end of August and will include information about two open meetings in September. Volunteers are requested to take part in hand delivering to all including Lode Hill Traveller site, Standlynch and Charlton All Saints. First draft is attached but *changes suggested at the meeting still to be made.*



N Plan engagement  
leaflet p1 and 4 (1).doc



Downton Map (3)for  
leaflet.docx

and

- Planning has also taken place for a stand at the Parish Council’s exhibition of the Charles Church proposals on the 17<sup>th</sup> July. It was proposed to the Steering Group that a professional looking display will be necessary for all the planned meetings. Steering Group agreed a retractable 6 foot banner and a table top A3 banner (at a total cost of just over £100) should be ordered. There was some discussion about a logo for the banners and a proposal that the primary school may be able to develop a picture – however, timescale will preclude this if meetings are to be held in July. Discussion included the current red a black logo, a modification of the map presented as a logo or a new design. Jane and Graham agreed to investigate and go ahead and order asap for use next week if possible.
- Name tags will be produced for group members attending public meetings.
- The group also propose to actively contact the Salisbury Journal to increase local publicity
- A qualitative survey has been produced which will be identified in the leaflet which is going out at the end of August with a closing date of three weeks from delivery to allow analysis to be used by the Vision group.

<https://www.surveymonkey.com/s/FutureofDownton>

- All agreed that a facebook page is needed

Ian (Draper) presented for the **Research group**

Ian identified that the Research group are awaiting further information from the joint meeting in order to clarify what research and evidence is needed. However, he also asked each of the groups to keep a record of any documents already reviewed to prevent duplication and to maintain a record. Most documents are stored in Drop Box.

ALL  
(please!)

JB/GH

HM

6.	<u>Future joint working arrangements</u> Three dates to be offered – 14/15/16 <sup>th</sup> July all at 7.30 at the White Horse. Helen offered to establish the preferred date via Google Diary.	HW Group coordinators to respond
7.	<u>Funding Grant Application progress</u>  Another ‘window’ has opened to allow funding applications between now and ?end of August. Richard will make application with Adam but needs clarity about what likely spend will be. This will not be known until after the joint working group clarifies the project tasks. Richard and Adam to be notified.	RF/AH
8.	<u>Any other business</u> Peter requested that the minutes of the Steering Group meetings included a number to demonstrate the number of meetings that have taken place and at what stage each set of minutes represents. Agreed.	JB/HM
9.	<u>Next meeting</u> Tuesday 5 <sup>th</sup> August 2014 at 7.30p.m. at the White Horse.	