

Minutes of Neighbourhood Plan (NP) Steering Group meeting, December 2nd 2014

Meeting Number 11

Present: Nikki Wilson (chair), Rob Hewlett, Richard Ford, Ian Draper, Jane Brentor, Margaret Tribe, Helen Willcox, Peter Favier,

Apologies: Hilary Mace, Dave Mace, Alan Foster, Adam Hayward, Graham Humphries, Sally Lacey,

	<p>NB Welcome to Lucy and Mike Norman. Richard pointed out that the meeting may not be quorate as only one Councillor is present. He will check terms of reference but agreed that the meeting could go ahead as it was unlikely that decisions would need to be ratified today.</p>	<p>Actions RF</p>
	<p><u>Conflict of interests</u> No change to previous record</p>	
	<p><u>Review of last minutes</u> Agreed as accurate.</p>	
	<p><u>Matters Arising</u> None that are not covered by the agenda items.</p>	
	<p><u>Where are we now? - update</u> Nikki reported that Sarah Hughes has made contact by phone earlier today. Main points as follows:</p> <ul style="list-style-type: none"> • She and Julian will attend January Steering Group • She explained that Downton is in an unusual situation having planning applications already in and there must be the potential for agreement for these. • She recognised this would bring the figure of new houses in Downton above the 190 in the plan and stressed that the 190 was NOT a maximum figure – the Core Strategy is iterative and under review, therefore NP should consider identifying potential sites but emphasised that they could only be included if they had been tested as viable (including the agreement of the land owner). NB This will require a high level of research and may affect the timing of the plan if we decide to take this approach. • She suggested we concentrate on infrastructure/impact of building rather than too much emphasis on sites or precise number of new houses. • She asked us to be clear about what benefits we want as a consequence of new housing and create a potential wish list but with awareness of the limitations of funding from developers – therefore a ‘needs’ list descending into a ‘wish’ list in order of priority. However, other funding may be available and Sarah is willing to help define opportunities. • Nikki, Julian Johnson and Sarah are to meet at 10.00 am on the 15th December. If anyone wants to go too let Nikki know but importantly Nikki needs any potential questions that people have to be with her by 10th December so that she can send them in advance. <p>Suggested questions so far:</p> <ul style="list-style-type: none"> • Why have the boundaries been re-drawn in a way that actually prevents the building of the 190 houses? (Could be that boundaries will be redrawn on the merit of each application) 	<p>ALL</p>

	<ul style="list-style-type: none"> • If WCC is likely to be under pressure due to not meeting the required housing across the County and unable to sign off the plan (with even S Wilts being questionable as some proposals are not going to be sufficiently timely) – so what impact will this have? • Can we have some clarity of direction re the potential challenges to local NPs? • How up to date is the planners’ examination of the suitability of the SHLAA sites and does the NP supersede the SHLAA if properly evidenced? 	
	<p><u>Plans for survey collection and analysis</u></p> <p>Engagement group has undertaken lots of publicity, created collection points all round the Parish, identified prizes from local retailers and managed the delivery of the questionnaires. This last, plus the cover of the ‘pit stop’ tent on the 22nd November is with real thanks to so many members of the Steering group who offered to help at the last minute. A limited number have been collected from the points but hoping for more so a publicity drive will take place over the weekend of the 6th and 7th December. Hilary’s contact (independent analysis) will have completed the analysis by the second week of January and possibly by the next Steering group.</p>	
	<p><u>Scoping report update</u></p> <p>The report has been revised from comments sent by Ian D to Enfusion. Ian D to send copy of report to Parish Council (which will also arrange payment), Sarah Hughes and circulate to Steering group. Ian noted that we will need to include the NF Strategy info including their transport strategy.</p>	ID
	<p><u>The first draft of the plan</u></p> <p>Group thanked Ian for work and noted the amount of his time that this has had to take.</p> <p>Comments:</p> <ul style="list-style-type: none"> • A suggestion that the vision needs to be clearly outlined first and then each element broken down within the sections to link to the vision and objectives • General structure agreed but comments to be sent to Ian. For ease of analysis Jane has written headings only- listed at the end of the minutes. • Suggested that categories could be more specifically linked to the ‘blocks’ of questions in the latest questionnaire. <p>All agreed that the main headings should go to the January Parish Council meeting to maintain their involvement and potentially act as a source of background information and historical knowledge or documents.</p> <p>Representative to be agreed by email outside the meeting.</p> <p>Group agreed to set up an editorial team to meet asap (Ian D to arrange with contacts sent by Jane). Helen, Jane, Lucy and Mike volunteered, with Peter offering to support from a distance. Recognised, though, that a separate research team or volunteers will be needed.</p> <p>Jane to write to CS re if she has any time to offer.</p>	ALL ID/JB JB
	<p><u>Ongoing publicity and website progress</u></p> <p>The Engagement group noted that the number of events, and consequently the amount of publicity that these generate, will now start to slow down but are keen to maintain public focus and interest. It was therefore suggested that a standing agenda item is made to agree at the end of each Steering group, which item/s could be made public for local magazines and the Salisbury Journal. This was agreed.</p>	NW

	<p>This meeting agreed that an article re the start of the writing phase of the plan can be sent. Jane to do this.</p> <p>An update on the website was given – site is ready to go but there remains some issues in liaison between Jack and Phill (new website creator) re setting up the relevant domains. Group agreed that a total of £4 per month is acceptable (was £2). Jane to chase this up again. In the meantime, the new layout can be seen by clicking on the link below. (NB Adam’s name as a Councillor is still to be added.)</p> <p>http://www.phillwebs.webspace.virginmedia.com/Downton/</p>	<p>JB</p>
	<p><u>Timetable – the next 6 weeks</u></p> <p>Meeting reviewed the project plan chart provided by Alan and agreed it as helpful. Nikki asked all to update direct to Jane to inform Alan. However, agreed to wait until after Nikki’s meeting with Sarah on the 15th before asking Alan to update as we may learn that our timetable is too optimistic.</p>	<p>ALL</p>
	<p><u>Any other business</u></p> <ol style="list-style-type: none"> 1 Jane to contact Adam re list of sponsors and collection – Steering group members to be contacted outside of meeting and make contribution if they wish at next meeting. Adam/Richard to approach Council members with same approach. 2 Enfusion have agreed to consider writing the next stage of the Sustainability Assessment if sent an outline of the plan to establish level of work. Ian D to send them current outline plus Tattenhall’s plan. 3 Peter to follow up local weather knowledge – Margaret to supply name. 	<p>JB</p> <p>RF</p> <p>ID</p> <p>PF/MT</p>
	<p><u>Next meeting</u></p> <p>Tuesday 6th January 2015 at 7.30p.m. at the White Horse.</p>	