

Minutes of Neighbourhood Plan (NP) Steering Group meeting, 7th April 2015

Meeting Number 15

Present: Nikki Wilson (chair), Rob Hewlett, Richard Ford, Jane Brentor, Dave Mace, Helen Willcox, Peter Favier, Adam Hayward, Mike Nelson

Apologies: Hilary Mace, Ian Draper, Margaret Tribe, Alan Foster, Graham Humphries, Sally Lacey, Susan Barnhurst-Davies, Lucy Norman.

		Actions
1.	<u>Conflicts of Interest</u> Rob Hewlett declared his standing item – see previous minutes	
2.	<u>Minutes of the last Meeting</u> These were agreed	
3.	<p><u>Matters arising not covered elsewhere</u></p> <ol style="list-style-type: none"> 1. Rob Hewlett raised his disappointment that the Steering group members were not asked for questions in advance of the meeting with Wiltshire Council regarding the Development Plan Document (DPD) and then were not consulted about the response that was submitted on behalf of the Parish Council and Neighbourhood Plan. Richard Ford explained that the consultation document was public and could have been accessed by group members and that the meeting with Jane Macey of Wiltshire Council was only on the 26th March which did not allow sufficient time for further consultation prior to submission on the 31st March. He also explained that a specific question had been asked about why Scott's House was not included in the DPD refined sites but that this was the only question that was not answered, even when posed in writing later. There was therefore no comment made in the response submitted about this site. Rob Hewlett said that his concern was about the lack of consultation not specifically about his site. Ian Campbell expressed his feelings of sympathy with Rob's view. After much discussion it was agreed to record that there remains unhappiness about the response and that it possibly could not be considered as representing all the Steering Group members. It was therefore agreed that the response would be circulated with these minutes and that there is likely to be further opportunity to comment in the formal wider consultation. 2. Helen Willcox raised an offer made by her son in law, who is a planning lawyer, to read and give general comments on the NP draft document. This was in response to a request made by Ian Campbell at the last meeting. This was gratefully accepted. Nikki Wilson has also had an offer from Richard Nash. 	<p>HW</p> <p>NW</p>
4.	<p><u>Chairperson's update</u></p> <ul style="list-style-type: none"> • There has been 2 Parish Council meetings; on the 19th March the New Housing Development Committee gave comments and these were ratified by the Parish Council on the 23rd March • Nikki and Richard had a meeting with the South Wilts Spatial Development Officer (meeting referred to above) at which it was noted that the NP is likely to be submitted to Wiltshire Council before the consultation on the DPD and there is therefore a possibility that Downton could be removed from the DPD as currently the NP takes precedence over the DPD. It was stated that, if the NP is at the formal examination stage, it will take precedence and the submission is therefore time critical. However, with an uncertain political future, this is not confirmed. The SHLAA sites have been refined by the Council and, at the informal stage, the sites to the East of Downton have been excluded (although remaining as SHLAA sites) for reasons of access and topography. It remains uncertain what would happen if a landowner submitted a planning application on the 'excluded' sites. Please see attached document for record of questions 	

	<p>and answers from the meeting on the 26th March.</p> <ul style="list-style-type: none"> Some members of the editorial group met at Simon Walker Bircham's home on the 30th March – this was a smaller group for reasons of practicality to enable viewing of Simon's media graphics screen. (The whole editorial group will reform during the pre-submission consultation). Simon will begin formatting the plan from the 8th April. The Parish Council has offered a short space at the AGM on the 13th April to carry out a 'soft launch' of the plan. There will be a display board outlining the time table. Steering group members are asked to send any errors or lack of sense items to Ian Draper before the 15th April to enable him to liaise with Simon. 	<p>All</p> <p>Eng Group</p> <p>All</p>
5.	<p><u>Consultation with major employers in the Business Park</u></p> <ul style="list-style-type: none"> Dave Mace has contacted the five businesses with the most employees and has had a generally positive approach and willingness to be engaged. However, the end of the financial year and the Easter holidays has interfered with a speedy response. Dave will follow up and submit responses as part of the pre-submission consultation. 	DM
6.	<p><u>Timetable</u></p> <ul style="list-style-type: none"> We are still awaiting clarity from Wiltshire Council re the need for a Sustainability and Environmental Appraisal so this may affect the timing. The draft plan will be submitted to Simon by 8/4 The draft plan will be finalised by 15/4 – end date for any comments prior to pre-submission comments Simon will complete the formatting by 19/4 Paper copies will be sent for printing x 9 copies by 22/4 The draft plan will be on the NP and the PC websites by 30/4 The pre-submission consultation will start 1/5 and end on the 13/4 The plan will be submitted to WC at the end of June WC will then put the plan on their consultation portal for six weeks and will then undertake the examination phase and arrange the referendum – these dates are outside the project's control. The Engagement group will undertake encouragement of residents to vote in the referendum <p>NB Post meeting note – further dates are to be considered to enable full engagement of the editorial group and the Steering group in considering the outcome of the comments from pre-submission consultation. It is therefore suggested that the following dates should be considered: Editorial Group – 11th or 12th May and 8th or 9th June Steering Group – 19th May and 16th June.</p>	<p>NW</p> <p>ALL</p> <p>SWB</p> <p>Eng Gp</p> <p>Eng Gp</p> <p>St Gp</p> <p>Eng Gp</p> <p>Edit Gp and St Gp</p>
7.	<p><u>Pre-Submission update and Cuckoo Fair launch</u></p> <ul style="list-style-type: none"> Jane thanked Ian C for consulting with Mr Newman, local landowner – comments will be recorded as part of consultation. Leaflets and mini questionnaire circulated during last week of April prior to launch – volunteers for leaflet delivery requested please to Jane Posters will be displayed Bound copies of NP and Consultation Statement and relevant appendices to be placed in Borough Café, Library and Leisure Centre plus Charlton All Saints and Sheltered Housing accommodation and will be available at the Cuckoo Fair. Links put on NP and PC websites Articles for local magazines An executive summary is being produced for the display events. Launch at Cuckoo Fair – volunteers to cover the tent please to Jane Balloons on sticks to be ordered and given out at Cuckoo Fair Cakes – all having a slice of the NP – at the Cuckoo Fair Electronic copies to be sent to all stakeholders – internal and external Posters to prompt people during last two weeks of pre-submission consultation. 	<p>All</p> <p>All</p>

	<ul style="list-style-type: none"> • Soft launch at Parish Council AGM 	
8.	<p><u>Plan Update and policies</u></p> <ul style="list-style-type: none"> • Helen wished to record the general thanks of the group for the work that has gone into the draft plan creation. • Nikki asked that any members of the Steering group who have photos that could be included in the draft plan to send them electronically to Simon (simon.wb@hotmail.com) • There is ongoing discussion re the number of maps that will be used as these are very useful but may be confusing if all are overlaid onto one map. • The NP executive summary will have a page for each of the main themes with the policies, proposals and evidence. 	
	<p><u>Next meeting</u> Suggested 19th May 2015 at 7.30p.m. at the White Horse. Please note this is a proposed change from the date stated at the meeting – see previous section of minutes.</p>	