

Minutes of Neighbourhood Plan (NP) Steering Group Meeting, 7 October 2014, No.10

Present

I Draper (Chair), D Mace, H Wilcox, M Tribe, S Lacey, S Barnhurst-Davies, I Campbell, G Humphries, A Smith, H Mace (Secretary)

1. **Apologies**, S Bircham-Walker, A Foster, R Ford, J Brentor, R Hewlett, P Favier, A Hayward, N Wilson

2. **Declaration of Interests & registration**
None

3. **Review & agree minutes**

These were accepted by the meeting with the following revision: Item 5a - Re the rough draft of the Consultation Statement, Jane B will bring an example of such a document to the next meeting (NB now December not November).

4. **Scoping Report (SR)**

Ian D explained the purpose of the SR. It is a baseline report that pulls together objectives that are relevant to Downton from the strategies of various bodies (eg Wiltshire Council, Environment Agency...) plus statistical data on Downton itself. These objectives are summarised in Table 4.5. The Downton NP must sit within these objectives. For the NP to be approved, this is best demonstrated by the production of a Sustainability Assessment (SA); this considers each item in the NP as to whether it meets the objectives in the SR. The writing of the SA can start once the first draft of the NP is written (being undertaken by Ian D). This is an iterative process and makes for a robust assessment without which the NP would be challenged. Ian D recommended reading the Tatton Hall NP submission to see a good example of how the three documents (SR, SA and NP) work together in practice.

After considerable discussion (particularly on the relevance of the objectives to Downton), and votes of thanks to Ian D for enabling the production of the SR, the following decisions were agreed:

- a) Any suggestions for amendments to the SR to be sent to Ian D by **Friday 14 Nov.** **ALL**
Ian will amend as necessary before sending to the various Agencies. The sooner this is done the sooner the whole approval process will start. Additions can be made to the SR when undertaking the SA.
- b) To forward the SR to required statutory bodies for their consideration and response. **Ian D**
- c) It was decided to leave until later the decision on the extent to which Enfusion are involved in the writing of the SA. This will depend very much on the availability of willing steering group members to do this.
- d) Once approved the SR to be published on the NP website, with a suitable explanation of its purpose, so it is available to all who want to read it comment **Ian D/ Jane**
- e) The SG Chairman to send a formal letter to Wiltshire Council (Sarah Hughes) setting out the work achieved to date, timetable for future progress plus a copy of the SR report. **Nikki**

5. Questionnaire

The quantitative questionnaire is being written by the Vision Group. On behalf of the Engagement Group, Hilary outlined the time-table for the production and distribution of the survey. This will be delivered to every household in the Parish on Saturday 22nd November. This will give time for them to be completed and returned before the Christmas period. It goes to print Monday 17th November. To encourage a high response the following will/have been arranged:

- a. Adam (the 'Plan Man') will deliver all surveys (within the village) and is raising money for British Legion through sponsorship. The Journal and Spire FM have agreed to cover this beforehand. He will be wearing a t shirt with the NP logo. Other publicity includes posters, In-Downton newsletter and mailings to specific groups. In addition there will be a gazebo outside the White Horse all day not only acting as a pit stop for Adam but also as an information point for the NP and questionnaire. Please contact Jane/Graham if you can spare a couple of hours on this Saturday. **ALL**
- b. Recommendations from the Engagement Group to shorten the survey, make it less wordy but keep the general design and colour have been given to the Vision team. It has been proposed that the survey is printed on a folded A3 (4xA4 pages) with an accompanying letter. The meeting generally agreed with these suggestions.
- c. For completed surveys, there will be collection boxes at over 10 points around the village. There was discussion as to whether door to door collection should be undertaken for certain targeted areas where response might be lower. This and other points will be discussed at the next Engagement Group meeting.
- d. Completion of the survey allows entry into the free draw with several prizes given by local businesses. It was agreed that members of the Steering Group and Parish Council should not be eligible to enter.

All are requested to send any comments on the survey questions to Hilary by **Sat 8th Nov.** **ALL**

Although the timetable is very tight it was the wish of the meeting to see the final survey before printing. It was agreed that it would be sent out on Friday 14th November with all comments and suggestions received by the following day. **Nikki/ALL**

Dave questioned whether agreement for expenditure on printing, data entry and other sundries had been agreed by the Parish Council and it was confirmed that this hadn't happened yet. (Post meeting note: request for funding of £700 has been added to the agenda for the next PC meeting on 10 Nov.)

6. AOB

- a. Ian C informed the meeting that he had learnt that Witherington Farm may be looking to develop a Solar Farm on their land. This is thought to be in the Alderbury Parish.
- b. Dave M queried whether payment of the Enfusion Scoping Report had been agreed prior to being undertaken. Ian D confirmed it had.

7. Next meeting - Tuesday 2nd December 2014, 7.30pm, White Horse.