

Minutes of Neighbourhood Plan (NP) Steering Group Meeting, 14 March 2015, No.14

Present

J Brentor (Chair), I Draper, I Campbell, D Mace, H Wilcox, R Ford, M Tribe, R Hewlett, S Lacey, L Norman, H Mace

1. **Apologies:** N Wilson, M Norman, S Walker-Bircham, G Humphreys, S Barnhurst-Davies, A Hayward
2. **Declaration of interests**
See previous minutes.
Dave stated that in view of the fact that the PC are now considering the draft NP, the 3 councillors present would not be taking an active part in any discussion.
3. **Review & agree minutes**
WRT point 5, the NP will not now be ready for public consultation by 1st April or the Annual Parish Meeting on 13 April. New timetable is as follows:
PC to discuss NP at Committee meeting on 19 March, for ratification on 23 March
All comments to Ian D from SG by 23 March
Ian D sending request to Ed Board members for revisions of their sections by 23 March
Small group of Ed Board to meet for final edit on 30 March
Revised NP to be sent to Simon for formatting etc 7 April
To be ready for printing and binding for launch at Cuckoo Fair, 2 May
WRT to point 7, Richard did redraft the NP proposals on housing development and these are now in the latest draft.
4. **Chairman's Report** (given by Jane in Nikki's absence)
a Nikki has received no response from Sara Hughes, WC contact, since sending the draft NP and a list of questions mid February. She has now spoken to her boss at Trowbridge; Sarah is off sick and we have been advised to contact David Milton at Salisbury who *might* be able to give us feedback by end of the month.
b. Simon W-B has confirmed he will format the report for end April. It may not contain all the appendices and photos but Simon is keen that it will look exciting. Jane, Simon, Nikki and Ian D are meeting 30 March to discuss.
5. **Review of draft plan**
Please send all comments, including those made at the meeting, to Ian D/ Jane by 23 March.
Some general points made were:
 - inconsistencies on use of wording 'village' and 'parish'
 - language to be consistent with Core Strategy (eg 'green belt')
 - definition of policy and proposal – Ian D to clarify to Ed Board
 - only need to refer to existing docs (eg Core Strategy) not include in the Appendix
 - definition of 'Local Service Centre' not included
 - lots of repetition
 - make clear which policies are in the power of the PC to deliver

- a suggestion that the NP be read by a planning barrister was thought to be an unnecessary expense. The Inspector/WC should perhaps cover this although there may be a lawyer in the village (contact the 65 interested persons on database) who could cast his eye over it for tightness of language, without liability, and if a problem is perceived then perhaps pay a professional. It was noted that there is no reference to getting legal advice in the funding application criteria.

- what is the process behind the SHLAA selection?

In addition various section specific points were discussed.

6. Engagement Group update

At the Parish AGM on 13 April, we'll have a display board showing NP executive summary to give people idea of content of plan plus timetable until referendum.

In the last week of April there will be another leaflet drop. This will give the link to the NP (both on NP and PC websites) plus where copies can be read eg library and other places. People will be asked if they are broadly supportive and how to leave comments. Posters will be put up in the Parish plus Cuckoo Fair gazebo.

7. Project Plan

The latest Gantt chart was shown to the meeting. It was questioned whether lack of input from WC means the plan will suffer in anyway. Eg do we need an SEA? The decision was taken to cover ourselves by writing to SH's boss informing how little assistance we've had. Jane will talk to Nikki.

8. Finance

Richard stated that so far nearly £2.5K has been spent out of a PC budget of £7.5K. What we don't spend will stay in reserves. With regards to a grant application the current window closed beginning March but a new one will open. However we can't make a retrospective application. However the criteria may change. Richard will keep informed of state of play.

9. AOB

Dave informed the meeting that there will be additional cost of incentives for the employee's survey plus printing of £150-200.

10. Next meeting: Tuesday 7 April, 7.30pm in White Horse.