

Agenda

Neighbourhood Plan Steering Group Meeting

10th January 2013 @ 7:30pm

Ron Burton Room, Glebe Hall

1. Welcome by the Chairman of the Parish Council(PC); David Baker (DB)
 - a. Aim of the meeting
2. Introductions (all to introduce themselves and where they live); All
3. Importance of addressing the Neighbourhood Plan (NP); Steve Bucknall (SB)
 - a. Review of the 24th November NP Presentation
 - b. Role of the PC in this process
 - c. Involving the 'Link' Planning Officer
4. What needs to be done; SB
 - a. Emphasis on keeping it simple
 - b. Focus on community and relevant stakeholders
 - c. Steering Group (SG) to formulate Terms of Reference
 - d. Reporting of the SG Progress as an agenda item on the PC Meetings
5. Formation of the Steering Group; DB/SB
 - a. Nominate membership of the SG
 - b. Linkage to the PC (via Parish Councillors)
 - c. Assistance from PC, Wiltshire Council and funding sources
6. Agree date for the Steering Group(SG)Meeting; DB & SG Members
7. Closure of meeting (9:00pm); DB

Informal minutes of the Neighbourhood Plan Steering Group Meeting held on
10th January 2013 @ 7:30pm in the
Ron Burton Room, Glebe Hall, Winterbourne Earls

A warm welcome was given by the Chairman of Winterbourne Parish Council, Cllr David Baker to the attendees. Apologies were noted from Revd Peter Ostli-East, Jeremy Wring and Chris Campbell-Jones.

Each attendee then introduced themselves with confirmation of where they resided in the Parish and those being: Nigel Arkell, Jenny Lewys, Cllr Charles Tarver (WPC), Cllr George Shepherd (WPC), Gordon Geddie, Terry Hall, Graham Lloyd, Steve Eley, Mervyn Pannett, Cllr Steve Bucknell (WPC), Cllr Maureen Atkinson (WPC), Cllr Rebecca Baker (WPC), Cllr David Baker (WPC) and Melanie Thomas (Parish Clerk).

Cllr Bucknell then gave an introduction to the Neighbourhood Plan (NP) and with reference to the public meeting held on 24th November 2012 where there were 51 attendees. The role of the Parish Council (PC) was explained in the process of the Plan and that the NP had originated from the Localism Act 2011. It was noted that although the PC can instigate the Plan, it cannot create it – this is led by a *Steering Group* (SG) - and which Wiltshire Council has defined as being named as *Steering Group* in the process. It is intended that the Group is made up of a broad representation from the Parish e.g. consisting of individuals, representatives from business, and organisations/groups within the Parish. In addition it may be that members are not part of the group all of the time but it may be that the membership of the group ebb and flows over time. It is the aim that the SG will take as wide a view of the community as possible with different sources sought. The PC will initiate the process but does not guide or oversee the process – it is there to offer advice and help – the SG must be an independent, representative body of the village. The 2009 Parish Plan was referred to and suggested by the PC to be a good place to start with regard to finding out what Parishioners thought – copies of the document were made available at the meeting for those interested.

It was noted that the Parish Council will have at least one representative on the SG and that once the NP is complete it will need to be formally approved by them with the Plan then proceeding to a referendum. Confirmation that a link officer from Wiltshire Council will be assigned to the SG and that at this point it is thought to be Sarah Hughes, Senior Planning Officer – it was thought advisable that the SG meet and liaise with the link officer for help and advice and to further the process.

Cllr Bucknell advised that it is the advice of the PC to keep the NP as simple and as concise as possible and that resources were limited. Confirmation that there is allocated WC funding in addition to possible sources of funding from charitable organisations. It is thought that the initial stages of the NP will require little funding and that it is more about time able to be given.

The SG will need to have a formal structure e.g. Chairperson, person nominated to undertake the minutes of meetings, the documentation will be required to be detailed for evidence and that it will need to fit in with the Local Plan.

The SG will need to decide such factors as how frequently it meets and how quickly or slowly they wish for the process to be carried out and how far it wishes to go e.g. whether to include such items as transport, style of buildings, green areas etc. Targets need to be set at the beginning and to define the scope of the first few months work.

It is intended that the NP will be a regular feature on the monthly meetings of the PC with a report from the SG given at that time and if available.

A question and answer session was then suggested by Cllr David Baker and which took place with several questions by the attendees being addressed by the PC and with a discussion amongst the whole group.

Finally it was asked of the attendees who wished to become part of the SG with the replies as follows:

Gordon Geddie: no, due to current commitments and time constraints although agreeable to help on request

Nigel Arkell and Jenny Lewys – yes, and to share the responsibility

Steve Eley: yes, although stated to be not available most of the summer

Graham Lloyd: yes

Terry Hall: yes

Mervyn Pannett: yes

Cllr's Bucknell, D Baker and Biggins: to attend as the PC link with suggestion of a rotation attendance

The Clerk enquired if the attendees were agreeable that their contact details be shared amongst the group with all in agreement. Agreement made that the PC would contact the link officer with an update on the status of the NP and SG. Agreement made that the Clerk would act as a conduit in the initial stages and in order to book the Ron Burton room for the first meeting of the SG should it be needed/requested.

Cllr Baker thanked all those attendees for their time and in attending the meeting.

Meeting concluded at 8.52pm