

**The Winterbournes Neighbourhood Plan Steering Group (NPSG)  
Minutes of the 29th meeting held on 21 November 2016**

**Attendance:** Mervyn Pannett (MP) Chair, Barry Lake (BL), Chris Campbell-Jones (CCJ), Charles Penn (CP), Andrew Argyle (AA) and Charlie Bruce-White (CB-W).

1. **Apologies received from:** Maureen Atkinson (MA), Peter Biggins (PB) Richard Folkes (RF) and Graham Lloyd (GL).

2. **Minutes of the last meeting and Matters Arising.** The minutes of the last meeting (28th) held on 26 October 2016 were accepted and approved. Matters arising:

a. Work continues in developing the final version of the Questionnaire Analysis (See para 3 below).

b. NPSG members had commented favourably to AA on the structure of the Tatenhill NP as a possible template for the Winterbournes NP (for discussion at para 5 below).

3. **Village Questionnaire.** CP continues to work his way through villagers' comments with the objective of delivering a single document that has all the quantitative responses/comments necessary to feed into a presentation. NPSG members can see the progress being made by CP by viewing the two relevant documents in Dropbox. The final version will act as the NPSG's working master copy. The next stage would be to undertake some editing so that a document can be produced which is suitable for publication. A question had arisen over how to deal with villager's proposals for sites that had been put forward as a consequence of the Questionnaire. There were two sites in particular, put forward as supplementaries, and CP passed these to CB-W to assist with his work on site surveys.

**ACTION: CP**

4. **Site Analysis.** CB-W presented his and AA's work on the subject of 'developing ideas further' for Site Selection. The analysis is not yet ready for publication but is based on the general objective to identify land for around 30 houses with priority for sites accommodating at least 5 houses to meet affordable housing needs (*NB: since the meeting, the Government's policy has changed from 5 to 10 houses*), although the parishioners have shown a preference for smaller sites rather than one or two large sites. A copy of the presentation has been filed in Dropbox. There was additional work to be completed, particularly to consult with the Highways authority on any access issues associated with the various sites. The Environment Agency may also need to be consulted where flooding is a possibility. CB-W would email a copy of the presentation to all NPSG members inviting any further comments on its content.

**ACTION: CB-W**

5. **NP Document Structure.** AA emphasised the need for a clear and easily digestible NP and the Tatenhill NP is a very good example. The aim is to encourage villagers to read and understand the policies and so the introduction to the NP must be written in such a way that it does not put people off reading further into the document. The Tatenhill NP may not be a

blueprint for our own NP as the locations are quite different and we have our own Vision, Objectives and Policies which have been agreed by the villagers. MP would provide AA with a copy of the Vision and Objectives for information. AA had produced the main paragraph headings for consideration and these were considered by the NPSG. The recommendation is that the NPSG should concentrate on the descriptive parts of the NP before it seeks to articulate the policies. The appendices would provide all the background evidence detailing the reasons for the decisions made by the NPSG in generating the NP. In essence, the NP needs to meet the needs not only of the villagers who need to adopt it, but also the Wiltshire Planning authority who will need to approve the technical/legislative detail. There is a question over how much the NP needs to include Environmental considerations, given that planning applications are subject to scrutiny on this aspect. It is considered that at some point the NPSG will need some expert advice on flood risks and CB-W had already, as part of his work, identified this as a next step. One other issue mentioned concerns the production of a Design Statement, either one produced by a consultant or perhaps best left as a general view on each proposed site, given the variation in house design throughout the Winterbournes. It would be useful to obtain information about ownership of the land and assets in the Winterbournes (ie County or Parish) so that villagers can understand from the NP who has responsibility for them. CP volunteered to look into this subject with the Parish Council.

**ACTION: MP and CP**

6. **Next tasks.** The framework for the NP document needs to be developed further, but there are 'next steps' to be taken with regard to the work being undertaken by CB-W first. There are likely to be a need to contact Wiltshire Council and others on a number of issues and it was agreed that it was not necessary for one NPSG member to be designated as the 'point of contact' for all issues. As a start, MP would produce the first 'strawman' draft of the Introduction to the NP and circulate for comment by around the second week in December. AA would look into the subject of Design Statements.

**ACTION: MP and AA**

#### 7. **AOB.**

- a. The draft NP Framework produced by AA to be included as an attachment to the Minutes.
- b. Consideration should now be given to what questions should be posed to parishioners in the next round of consultation.
- c. MP announced his intention of standing down from the Chairmanship of the NPSG from the end of January as he does not have the capacity to provide the degree of continuity and coordination required during the generation of the NP. MP will, however, remain as a member of the NPSG. MP will advise all members of the NPSG by email.

**ACTION: MP**

8. **Date of Next Meeting:** 13 January 2017

**Annex A to Minutes of the 29th meeting of the NPSG held on 21 November 2016**

**WINTERBOURNES NEIGHBOURHOOD PLAN 2016-2026 – DRAFT FRAMEWORK**

**Introduction**

- Legislative Framework
- Role of Steering Group
- Status of NP
- Developing NP

**Background to the Parish**

- Location
- Socio-Economic Profile
- Landscape
- History and Conservation
- Employment and Services
- Community Land and Buildings

**Vision and Objectives**

**Policies**

- Settlement
- Landscape Features
- Housing

(Housing requirement, Affordable and Land Allocation – see appendices)

- Design and Conservation
- Environment and Flood Risk
- Infrastructure (including Planning Gain)
- Recreation
- Local Green Space

**Maps**

**Appendices**