

**The Winterbournes Neighbourhood Plan Steering Group (NPSG)
Minutes of the 15th meeting held on 13 April 2015**

Attendance: Mervyn Pannett (MP) (Chair), Chris Campbell-Jones (CCJ), Maureen Atkinson (MA), Barry Lake (BL), Peter Ostli-East (POE), Dan Steedman (DS), Joanne Sankey (JS), Liz Sankey (LS) and Antony Lyall (AL)

Apologies: Peter Biggins (PB), Steve Bucknell (SB) , Richard Folkes (RF) and Graham Lloyd (GL)

1. **Minutes of the last meeting.** The minutes of the last meeting (14th) held on 16 March, 2015 were accepted and approved.

2. **Additions and Resignations.** The Chair warmly welcomed JS, LS and AL as additions to the NPSG. In particular, AL had offered his services to the NPSG as a bookkeeper and LS as the NPSG's "social media" practitioner, to engage with DS, our web designer, as required. As to resignations, SB had decided to step down from the NPSG owing to other pressing commitments. SB's contribution to the Winterbournes Neighbourhood Plan project has been immense and the progress made to date has been largely down to his quiet determination, vision and encouragement. The NPSG members would like to record their thanks to SB and wish him all the best for the future.

3. **NPSG Title.** It is the case that Wiltshire Council in its Wiltshire Core Strategy and ancillary documents refers to the parish as "the Winterbournes", although the Parish Council is the "Winterbourne" Parish Council. For consistency and to avoid ambiguity in the Neighbourhood Plan (NP), which will be submitted to Wiltshire Council by the Parish Council, it was decided to ask the Parish Council to confirm that it was content that the NP be named "The Winterbournes NP" , which is the NPSG's preference. A meeting of the Parish Council was due to be held on 15 April where this could be discussed.

Action: CJ to inform the PC Clerk

4. **Tasks for summer 2015.** (Reference MP's document headed "NPSG Tasks for the Summer 2015 attached to the minutes). The tasks would be likely to commence in June 2015 by which time the Neighbourhood Area application should have been approved by Wiltshire Council and should take around six months to complete.

Task	Lead
Apply for Funding - Action on AL to investigate methodology for obtaining the funding.	AL

<p>Action on MP separately to seek advice by email from Sarah Hughes (Link Officer at Wiltshire Council) and to advise her that AL will engage with her at some point for advice.</p>	
<p>Consultancy review of NP Plans</p> <p>Action on CJ to investigate Winterslow's use of a consultant and to look more widely at the services provided by experts in the NP space. Report back to the NPSG.</p> <p>Action on MP to seek advice from Sarah Hughes who should have a list of potential consultants.</p> <p>The consultant would be tasked to audit what had been accomplished so far and advice on the steps to take up to completion of the NP.</p>	CJ
<p>Winterbournes Vision Statement <i>(NB Advice from the consultant would be useful to start the process)</i></p> <p>The Parish Plan 2009 is in most respects a Vision Statement that could be used as a basis for engaging with the parishioners.</p> <p>Action on JS and LS to begin the drafting (with assistance from other NPSG members as requested) so that it can be put to parishioners for comment via The Village Link and other media, including the NP website.</p>	JS and LS
<p>Develop Objectives</p>	Leave for next stage
<p>Develop a style guide for the NP documents</p>	TBC

<p>DS mentioned that a professional photographer, Scott Matthews, would be likely to offer his services to take pictures of the villages for the NP.</p> <p>Action on MP to formally ask GL to take the lead</p>	(possibly GL)
<p>Seek out potential infill sites for development</p> <p>Action on CJ to generate a suitable question to ask parishioners - the draft to be agreed by NPSG members.</p>	CJ
<p>Scope Design Guide</p> <p>Likely to require the advice of a consultant.</p> <p>Action on MP to formally ask RF if he would be prepared to take the lead.</p>	TBC (possibly RF)

5. **AOB** None

6. **Date of Next Meeting** 16 June 2015. Venue TBC-