

**Winterbournes Neighbourhood Plan Steering Group (NPSG)**  
**Minutes of the 25th meeting held on 20 June 2016**

**Attendance:** Graham Lloyd (GL), Chairman, , Barry Lake (BL), Chris Campbell-Jones (CCJ), Charles Penn (CP), Richard Folkes (RF), Gaenor Nokes (GN), Andrew Argyle (AA), Charlie Bruce-White (CB-W), Maureen Atkinson (MA) and Dan Steadman (DS)

1. **Apologies received from:** Michael Lawrence (ML)

2. **Minutes of the last meeting.** The minutes of the last meeting (24th) held on 25<sup>th</sup> May 2016 were accepted and approved.

3. **Matters arising from the minutes.**

3.1 Potential Developers. It was reported that the Parish Council (PC) had agreed that the NPSG should not engage with any potential developers before finalisation of the Neighbourhood Plan. The PC Clerk is preparing a standard letter for developers and others which explains this position.

3.2 SHLAA sites evaluations. The NPSG had visited all of the identified SHLAA sites and CB-W advised that he had not received any comments on the site evaluations that he and AA had issued to the NPSG prior to the visits. GL made the point that the landowners of the SHLAA sites should receive a copy of the evaluation for their site.

3.3 Historical. MA has not yet completed this activity which is in hand.

**Action: MA**

3.4 Business. With regard to businesses in the parish, the Questionnaire will cover this aspect by asking parishioners who own or manage a business for information on the type of business and whether it would be likely to expand or relocate.

3.5 Editorial. CCJ will produce a draft skeleton for the Neighbourhood Plan for further consideration.

**Action: CCJ**

4. **Correspondence.** GL had received communications from three parishioners and a company, APM Services Ltd, as follows:

a. Two of the parishioners were asking the NPSG to include their non SHLAA sites for possible development. Mrs Clare Stevens – the field behind the bus shelter at Hurdcott (c. 4 acres) and Mr Geoff Goddard – the field facing the A338 in front of Rose Farm (c. 3 acres).

b. The third parishioner is Mr Davis who forwarded photographs of the slurry running off the pig farm onto and down Figsbury Road where he lives.

c. APM Services Ltd had written to the PC stating that they would like to book the village hall for a 'public consultation' event following on from their previous meeting with the PC. The only available date for a meeting at the Glebe Hall would be the 14<sup>th</sup> July. The company was also planning to meet with the Head of the local primary school before the end of June.

## 5. Sub-group updates

5.1 Questionnaire. CP proceeded to take us through the draft questionnaire and the comments received by NPSG members. The aim was for CP to issue a revised version by 24<sup>th</sup> June. The main points arising were as follows:

a. The revised Questionnaire would be submitted to Sarah Hughes of Wiltshire County Council planning department for comment and also, perhaps, the PC.

b. It would be useful to know in which village the parishioners who complete the Questionnaire live to determine, for instance, whether the location of a particular SHLAA site influenced their response.

c. Sarah Hughes needs to confirm the actual or approximate number of new houses required in the parish by Wiltshire Council and the period of the plan (eg 2016-2026).

**Action: GL**

d. The completed Questionnaires, in envelopes, could be placed in a box in the village shop and CP will ask the shop owners if that would be acceptable.

**Action: CP**

e. Sarum Graphics would be asked to print the Questionnaire and perhaps each one would have a unique reference to ensure the integrity of the responses. MA agreed to contact the company to advise that the Questionnaire would include maps, etc.

**Action: MA**

f. The Questionnaire would not be available for completion on-line.

g. There are three non-SHLAA sites that have been put forward by parishioners which need to be incorporated in the one page map accompanying the Questionnaire. CB-W agreed to consider how best this could be accomplished.

**Action: CB-W**

h. The question of how non-SHLAA sites are to be represented in the Questionnaire and on the NP website needs to be asked of Sarah Hughes. The idea is that all the sites should be numbered from 1 to 9 in the Questionnaire without identifying whether a site is a specific SHLAA. However, the website already references the 6 SHLAA sites.

**Action: GL**

i. CCJ offered to draft a concluding narrative for Section 5 of the Questionnaire.

**Action: CCJ**

5.2 Target Dates. As follows:

- Issue of Questionnaire by 15 July 2016
- Return of Questionnaire 05 August 2016
- Village Meeting 08 October 2016

CP will consider how best to conduct the evaluation of the responses to the Questionnaire and this will be the subject of further discussion.

**Action: CP**

It was agreed that there was no need for a NP presentation at the village fete on 2 July, 2016 but it would be useful to have posters in place providing advance notice that the Questionnaire would be distributed by 15 July 2016. MA raised the issue of funding for the NP, including the Questionnaire, and although this was to be arranged by the PC, they would require a business/costing plan. Idminston had produced such a document and MA would adopt this for our own use and submission to the PC who would obtain funding from Wiltshire Council.

**Action: MA**

5.3 Formation of sub-group on 'Housing'. GL was keen to ensure that the NPSG was before long ready to engage on such issues as style of housing and criteria, etc. As the parish has a range of styles already, it might be difficult for parishioners to dictate that a specific style must be adopted by developers. The responses to the Questionnaire should be of assistance when considering where and what style of new build would be acceptable.

6. **Village meeting 8<sup>th</sup> October 2016 –Agenda** Forms part of the preceding discussions

7. **Village Link** GL would write a piece for the Village Link referring to the upcoming issue of the Questionnaire and would also provide readers with a link to the NP website.

**Action: GL**

8. **A.O.B** None

Date of Next Meeting: 27 July 2016