

**The Winterbournes Neighbourhood Plan Steering Group (NPSG)**  
**Minutes of the 26th meeting held on 27 July 2016**

**Attendance:** Graham Lloyd, Chair (MA), Maureen Atkinson (MA), Barry Lake (BL), Chris Campbell-Jones (CCJ), Richard Folkes (RF), Gaenor Nokes (GN) and Charlie Bruce-White (CB-W)

1. **Apologies received from:** Charles Penn (CP), Andrew Argyle (AA), Michael Lawrence (ML), Daniel Steadman (DS), Peter Biggins (PB) and Mervyn Pannett (MP)

2. **Minutes of the last meeting.** The minutes of the last meeting (25th) held on 20<sup>th</sup> June 2016 were accepted and approved.

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

- a. CJ had completed an action to draft a concluding narrative for Section 6 of the NP Questionnaire.
- b. See Historical and Editorial sections at Item 6.
- c. The NP Questionnaire had been completed and issued.
- d. GL had written an article for the Village Link which had been published and distributed.

4. **Correspondence.** None since the last NPSG meeting

5. **Budget submission and expenditure recording.** GL had asked for comments on this aspect based on a draft list of expenses that might be expected to be paid out of the budget. CJ had mentioned that he had agreed to maintain hard copies of documents arising from the work of the NPSG but this gave rise to costs for ink and paper. Provided it was agreed that only material paperwork was required to be maintained (ie Minutes, maps and official correspondence from, for instance, Wiltshire Council), he would be content not to seek restitution from the budget. Now that 'Dropbox' was the main storage facility for NPSG files, it was agreed that only material documents should be kept in hard copy. It was also agreed that the funding application should be made formally by the Parish Council without delay as there would be costs of around £7,000 associated with the NP in total, which would be exclusive of VAT.

**Action GL**

6. **Sub-group updates**

- a. Questionnaire. It was discovered that a space for a response on SHLAA site S1055 had been omitted from the Questionnaire and it was agreed that a supplement would be delivered by hand to all the households in the parish straight away. The supplement

would be returned with the full Questionnaire or left in the return box at Winterbourne Stores. MA agreed to manage the distribution.

**Action MA**

The Questionnaires are due for return during the week commencing 1<sup>st</sup> August, 2016 and CP would be asked what assistance he would need from the NPSG to collate and evaluate the responses. For the purposes of the public meeting on 8<sup>th</sup> October, 2016 the results would be a factual representation of the responses which could be placed under the NP headings, as shown in the guideline structure mentioned above.

**Action GL**

b. SHLAA and Non-SHLAA evaluations. There were two non-SHLAA evaluations to be completed (N1 and N2) and CB-W has these in hand.

**Action CB-W**

c. Background information

i. Historical section – MA action in hand

**Action MA**

ii. Business section – No further action required (await NP Questionnaire returns)

d. Editorial planning – Guidance has been issued entitled ‘Structuring Your Neighbourhood Plan’ and is available to view in Dropbox in the folder “Other Community NPs”. There is also an example of a final NP issued by Thame. CJ agreed to forward the guidance in an email attachment to all NPSG members for ease of reference. It was agreed that until the results of the NP Questionnaire had been considered it would not be sensible to start on the NP plan itself. It should, however, be possible to populate the various responses to the Questionnaire under the various headings used in the guidance for the NP.

**Action CCJ**

e. Project planning and schedule update. The timeline for the NP is already becoming known as events occur and a number of project tasks will fall out of the Questionnaire. It was agreed that ML, who had proposed the project plan methodology, would be contacted to see how to take this forward but that this could wait until the completed NP questionnaires had been collated.

f. Formation of sub-group on ‘Housing’ (Needs, Options, Developments, Styles, Criteria, etc). GL alerted the SG to the fact that there will very shortly be a need for sub-groups to be formed to take the NP forward ie the essence of the plan is about ‘Housing’.

7. **NPSG Document Archive.** See Item 5, above.

8. **Village meeting 8<sup>th</sup> October 2016 – Agenda.** It is anticipated that the Agenda for this meeting will be dictated by the responses to the NP Questionnaire.

9. **A.O.B** . Following on from the community consultation held by the Pegasus Group on 14<sup>th</sup> July, it is their intention to hold a further event to answer the questions raised during the consultation. There is a thought that developers cannot proceed if a NP is in course of preparation but MA confirmed that until a NP comes into force, the community has no protection.

Date of Next Meeting: TBA