

Winterbournes Neighbourhood Plan Steering Group (NPSG)
Minutes of the 16th meeting held on 25th June 2015

Attendance: Maureen Atkinson (MA) (Acting Chair), Barry Lake (BL), Graham Lloyd (GL), Dan Steedman (DS)

Apologies: Peter Biggins (PB), Richard Folkes (RF), Mervyn Pannett (MP), Chris Campbell-Jones (CCJ), Joanne Sankey (JS), Liz Sankey (LS), Antony Lyall (AL)

1. **Minutes of the last meeting.** The minutes of the last meeting (15th) held on 13 April, 2015 were accepted and approved.
2. **Resignations.** The chair reported the resignation of Peter Ostli-East due to work commitments and would outline the thanks of the committee for his valuable contribution to the Neighbourhood Plan process to date.
3. **Matters Arising.** Deferred, due to urgency of revising the Application for registration of The Winterbournes NP.

4. Report on meeting with Sarah Hughes

MA and GL reported an extremely productive meeting with Sarah Hughes that took place on 3 June 2015.

Sarah Hughes reviewed the whole process and provided examples of good practice undertaken by a number of other groups. It was suggested that even before final designation status was achieved that the NP team should design a plan for the funds that would be at their disposal for undertaking the work. She advised that the NP should be produced in a targeted way and be evidence based. Sarah provided a number of contact websites that we would find useful.

4.1. <http://www.ourneighbourhoodplanning.org.uk/resources/documents/29> - this has extensive advice on project planning etc. that we would find useful.

4.2. <http://mycommunity.org.uk/programme/neighbourhood-planning/> - this provides information in addition to guidance for applying for funding.

4.3. <http://www.intelligencenetwork.org.uk/> - this contains data that may be helpful

4.4. <http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/neighbourhoodplanning.htm> - this is a link to the councils Neighbourhood Planning page, where guidance notes that formed the basis of the discussion could be found.

4.5. Sarah provided us with a contact that would initiate and organize a local Housing Needs Survey on our behalf. This scheme is organized and funded by Wiltshire Council and local contact is Andrew Mead (e-mail is Andrew.Mead@wiltshire.gov.uk). It was reported that a meeting with Andrew had been held on the morning of 25 June 2015 attended by MA and GL.

The Parish Council would be informed by MA of this survey and views sought.

Action MA/GL

5. Future actions (based on guidance from Sarah Hughes)

- a. **Confirm registration** – MA reported that further work was required as the initial application was rejected, as further work on the 'Village profile' was required. After considerable discussion on the amendments MA agreed to put this together and circulate. **Action MA**
- b. **Application for funding** – thus would be dependent upon the above.
- c. **Draft covering note for survey.** As part of the village 'Housing Needs Survey' there was a need for the NPSG and WPC to agree the appropriate covering note that would go out with the survey. It was also agreed to draft an explanatory note for the July issue of the Village Link. **Action ALL**
- d. **Involve further volunteers.** To undertake this survey it was considered vital that there were enough volunteers to distribute the survey to every resident in the parish and ensure that as many return the survey to the WC as possible. It was discussed that the individuals that distributed the Village link could be approached to help with this task. **Action MA**

6. AOB

6.1 Website development

- a. It was suggested that a link should be established between the PC website and the NP site. **Action MA**
- b. CCJ 'mug shot' required for NP website. **Action MA**

6.2 There was an urgent need to define the research headings required to support the production of the NP based on the advice provided by Sarah that they should be targeted, relevant to the parish and provide the 'evidence base' to support the conclusions drawn. Future discussion was deferred to the next meeting.

6.3 It was universally agreed that the SG should now work on the formatting and content of the plan. This would be discussed in detail at the next meeting.

7. Date of next meeting

The next meeting of the SG will be Thursday 30th June 2015 and will be held at St. Michael's House, Winterbourne Earls.