

**Winterbournes Neighbourhood Plan Steering Group (NPSG)
Minutes of the 19th meeting held on 13 November 2015**

Attendance: Maureen Atkinson (MA (Chair)), Mervyn Pannett (MP), Barry Lake (BL), Dan Steedman (DS), Chris Campbell-Jones (CCJ), Joanne Sankey (JS), Peter Biggins (PB), Charles Penn (CP) and Mark Laver (ML)

Welcome: The Chair welcomed CP and ML to their first meeting of the NPSG.

1. **Apologies:** Richard Folkes (RF), Graham Lloyd (GL), Elizabeth Sankey (ES) and Antony Lyall (AL)

2. **Minutes of the last meeting.** The minutes of the last meeting (18th) held on 3rd September, 2015 were accepted and approved.

3. **Matters Arising, not covered under Agenda Items.**

a. At Action 3b of the previous minutes, MA was to check with Sarah Hughes (NP Link Officer at Wiltshire Council) as to the status of the Sustainability Appraisal, which is not always required as part of a NP. MA has tried to contact her since, but she has not been available.

ACTION ongoing: MA

b. At Action 4, on the subject of the Housing Needs Survey, the questionnaire for which was due for completion and return on 2 October 2015, it was apparent that the returns of those parishioners who had responded electronically could not be accessed by the Wiltshire Council owing to an IT issue.

4. **Formation of sub groups.**

a. Finance and Business Plan. When the application to register the area of the NP is approved, the parish can apply for a grant. To apply for the grant, the NPSG (via the Parish Council) will have to submit a business plan detailing how the grant would be spent. CP kindly accepted the opportunity offered by PB to assist AL with generating the business plan. It was agreed that a meeting arranged with the Shrewton and Idmiston & Porton NPSGs on the 23 Nov 15, attended by MP and GL, might well inform the contents of the Winterbournes NP business plan. Members of the NPSG were invited to submit questions to MP which he could ask at the above mentioned meeting.

ACTION: AL with assistance of CP

b. Initial Community Engagement – Village Questionnaire. More information is required from the villages as to their needs. It was thought that the questionnaire which formed part of the Parish Plan (2009) could be adopted, but its scope was wide and the current questionnaire needs to be much more focussed on housing needs. There are certainly areas that should be excluded from any new build (eg the flood

plain, recreation areas, etc). PB also mentioned the fact that 'sustainability' (ie are the plans sustainable) would also feature in the questionnaire. There is guidance available on the subject of Village Questionnaires, but perhaps this topic could be for discussion at the meeting on 23 Nov 15 mentioned at sub-para a, above.

ACTION: MP and GL

c. Before Wiltshire Council can distribute the results of the Housing Needs survey, it requires the parish to generate a 'Parish Statement' which is similar to the Parish Profile¹ produced for the Parish Plan of 2009. MP and CP agreed to refresh the Parish Profile to meet the requirements of the Housing Needs Survey.

ACTION: MP and CP

d. Website – PB advised that the work of the NPSG would be better accessed in files hosted on Dropbox. Dropbox offers cloud storage, file synchronisation and client software. It allows the NPSG to create a special folder (and associated sub-folders eg a calendar that could be updated with NP events and a Project Planner for tasks) which would be accessible to all NPSG members for free. DS agreed to set up this application for use of the NPSG. In addition, for the purpose of "social media" announcements (eg upcoming meetings), JS would ask ES to administrate a Twitter account on behalf of the NPSG.

ACTION: DS and JS

5. Community involvement Before engaging once more with the parish, CP advised that it would be useful to see similar Village Questionnaires from other communities, particular those for Shrewton and Idminston & Porton, and the costs associated with their NPs. PB suggested that it would be useful to see all their material documents (eg business case, questionnaires, etc) as apart from questioning housing needs, the economic needs of the parishes were likely to be included. In any event, we would need to await the result of the Housing Needs Survey to inform our own Village Questionnaire. In order to make sense of the identified SHLAAs and any possible sites for new build based on 'land use' designations, CP suggested that the NPSG needs a map of the parish overlaid with all the relevant factors (eg flood plain, conservation areas, sites of scientific interest, community spaces, etc). The map could be used as the basis against which the Village Questionnaire could be produced. This would be worth paying a professional to produce and identified as such in the Business Plan. In addition, DS emphasised that the parishioners would want to be able to identify those problem areas that could be solved as part of any agreed new build (eg school parking). MA suggested that Wiltshire Council should be able to supply such a map and she will investigate. For announcements on social media, including invitations to NP public meetings, it was envisaged that Twitter and Facebook could be used (see 4.d above). The next public meeting is likely to be in the New Year after the results of the Village Questionnaire had been digested.

ACTION: MA

6. Invitation to meeting with other local NP groups 23rd Nov at Porton (see above).

¹ A brief description of the villages that make up the parish.

7. Any Other Business

a. In response to a request from parishioner Mr James Feltham to amend the NP website to identify his land as a potential self-build site, it was noted that the issue of his land being mis-recorded under SHLAA Site 1045 had been taken up with Wiltshire Council. In the meantime, the NPSG felt that it was too early to identify or be seen to be promoting his Site 122 on the NP website. We are sympathetic but can only reflect the official position at this time as detailed by Wiltshire Council.

ACTION: MA

b. ML advised the NPSG that his area of expertise was IT Project Management and he offered his services to the group should it need assistance.

c. Village Link. A short article would be included in the next Village Link advising the next steps in the NP process.

ACTION: MP

8. Date of Next Meeting 25th November 2015