

**Winterbournes Neighbourhood Plan Steering Group (NPSG)
Minutes of the 17th meeting held on 30 July 2015**

Attendance: Maureen Atkinson (MA) (Acting Chair), Barry Lake (BL), Graham Lloyd (GL), Dan Steedman (DS), Chris Campbell-Jones (CCJ), Liz Sankey (LS), Antony Lyall (AL), Peter Biggins (PB), Richard Folkes (RF)

Apologies: Mervyn Pannett (MP) and Joanne Sankey (JS)

1. **Minutes of the last meeting.** The minutes of the last meeting (16th) held on 25 June, 2015 were accepted and approved with a minor correction at para 7 amending the date of the next meeting from 30th June to 30th July, 2015
2. **Resignations.** None since the NPSG meeting on 25th June 2015
3. **Matters Arising.**
 - a. Reference Item 5 of the previous minutes. Confirm Registration. A revised version of the application was accepted by the Parish Council. Sarah Hughes (the Neighbourhood Planning Link Officer for Wiltshire County Council) is due to review the application in the 1st week of August. If she approves the application it will need to be put on the Wiltshire County Council website for six weeks. During this period people would be able to register their opposition to a NP. It was agreed that whatever was posted on the Wiltshire County Council website would be replicated on the Winterbournes NP website and that a simple link on the Winterbournes Parish website would lead parishioners to the NP website. MA would ask John Brown (Parish website webmaster) to insert the link. **ACTION: MA**
 - b. CCJ was concerned that without timely advice from Sarah the NPSG could undertake nugatory work. For example, the production of a Sustainability Appraisal, which is not always required as part of a NP. It was agreed that the NPSG would ask Sarah what assessments and appraisals would be required. **ACTION: MA**
4. **Housing Needs Survey.** This survey will require volunteers to distribute it and MA had put together a list of willing helpers who, together with some members of the NPSG, would hand deliver the survey to homes in the Winterbourne Parish. The uncompleted surveys would be received from Wiltshire Council by MA on 11th August 2015. Each survey would be accompanied by a pre-paid envelope addressed for return to Wiltshire Council. The NPSG would also offer householders a door-to-door collection service, should that be preferable. In any event, this would act as a reminder for those who had inadvertently failed to complete the survey. Distribution would take place during the week of 17th August and collections between the 21st and the 25th of September 2015. A note will be attached to the survey explaining the above; a poster would be placed in the village shop and a notice will appear on the NP website. Advance notice of the survey can be found in the Summer edition of the Village Link (page 10). MA will check with Mr Mead (Housing Needs representative of Wiltshire County

Council) whether the CBRN Centre transient householders need complete the survey, although RF suggested that MA should contact its Commandant anyway.

ACTION: MA

Those NPSG members who would undertake distribution and collection of the survey are as follows:

BL	Summerlug
CCJ	Hurdcott
LS	Horsebarrow/Salt Lane
MA	Portway
GL	Sherfield

It is likely that the survey would be assessed by Wiltshire Council within a three weeks of receipt. The next public meeting would, amongst other aspects, inform the parishioners of the result of the survey.

MA will let the NPSG know should she require any assistance in receiving the surveys at her home on the 11/12th August.

5. **WEBSITE** CCJ declined the opportunity to have his photograph displayed on the website as the public face of the NP and it was agreed that a picture from the summer fete would suffice.

6. **FUTURE ACTIONS**

a. Confirm the Registration. In view of the delay, the Parish Clerk has asked Sarah Hughes to give it some priority on her return from annual leave.

b. Business Plan. The NPSG does need to prepare a Business Plan in order to apply for the funding. The question arose as to what activities actually needed to be funded. It would appear from other NP areas that most of the funding is spent on consultancy, but what consultancy may be required for producing the Winterbournes NP was not clear. Neither was it clear what other capabilities would need to be funded by the Parish Council outside of those paid for by Wiltshire Council. GL made the point that there should be sufficient existing guidance and examples of business plans, etc without the need for the engagement of a consultant. The NP itself needs to be simple (less is more) and as a start it would be worth working out the Headings for the NP. GL offered to provide the NPSG with two or three examples of NP outlines.

ACTION: GL

Sarah Hughes suggested that for the Vision Statement it would be as well to use the one in the Parish Plan. The NPSG agreed with this suggestion. The next step, after the Housing Needs Survey, would be to produce a questionnaire for the parishioners which could be based on that used for the Parish Plan. MA and PB volunteered to ask the originator, Charles Penn, whether he still had that questionnaire.

ACTION: MA and PB

c. MA had received all the statistics relating to the parish collected under the 2011 National Census, which could be used to provide details for the NP. The published NP would be available on the NP website and inevitably it would require graphics evidencing the data. DS volunteered to speak to Scott Matthews, a graphic designer, who lives in Paddock Close who might agree to help. There was another graphic designer in the village, Adrian Hicks, who might also be able to assist.

ACTION: DS

d. A short discussion took place on the likely additional costs to the Parish Council of producing the NP (eg photocopying, maintaining the website, etc) and CCJ volunteered to investigate.

ACTION: CCJ

e. On the subject of NP funding, AL advised that the total grant could be as much as £8k and to obtain funding the Parish Council would have to submit, as a first step, an Expression of Wish. Following the process further, the Parish Council would need to complete a template application form which can be emailed to Wiltshire Council. When the application has been approved the agreed funding would be available to the Parish Council. AL would compile a flow diagram of the application process for the benefit of the NPSG and Parish Council.

ACTION: AL

6. AOB

a. Next Steps. GL suggested that the NPSG needs to focus on specific requirements of our NP so that Sarah Hughes provide relevant advice. The examples of NP outlines that GL agreed to provide at para 6.b, above, should provide a good source of information and the NPSG could start to work on the Headings relevant to the Winterbournes NP in time for the next NPSG meeting.

ACTION: ALL

b. PB suggested that the NPSG should have an "Activity Calendar" or similar and CJJ mentioned there was an excel Project Planning template on the Wiltshire Council webpage that could be used. Alternatively, DS mentioned that the project plan could run on the "Google Calendar" or, as RF suggested, a simple Word document. DS will send the NPSG an example of the "Google Calendar".

ACTION: DS

7. Date of next meeting

The next meeting of the SG will be Thursday 3rd September 2015 and will be held at St. Michael's House, Winterbourne Earls.