

The Winterbournes Neighbourhood Plan Steering Group (NPSG)
Minutes of the 30th Meeting held on 11 January 2017

Attendance: Mervyn Pannett (MP) Chair, Barry Lake (BL), Chris Campbell-Jones (CCJ), Charles Penn (CP), Andrew Argyle (AA), Charlie Bruce-White (CB-W), Gaenor Noakes (GN) Richard Folkes (RF) and Peter Biggins (PB).

1. **Apologies received from:** Maureen Atkinson (MA), Daniel Steedman (DS) and Mark Laver (ML).

2. **Minutes of the last meeting and Matters Arising.** The minutes of the last meeting (29th) held on 21 November, 2016 were accepted and approved. Matters arising:

a. (Para 3- Village Questionnaire). The work on the Village Questionnaire continues and an update is provided at Agenda Item 3, below.

b. (Para 4 – Site analysis). An update on the Site Analysis is provided at Agenda No 4, below. Some survey respondents had proposed other sites for consideration, and in two cases (one proposal for a property conversion and one for land adjacent to site S3222) supplementary documentation had been included.

c. (Para 5 – NP Document Structure). This aspect requires further consideration and is the subject of Agenda Item No 5, below.

d. (Para 6 – Next tasks). MP had tried to obtain further advice from the Wiltshire Council link officer, but due to her impending reassignment to the New Forest, no useful response had been forthcoming. MP and CB-W would endeavour to find out the name of her replacement. The absence of advice from a link officer at this crucial time means it will be difficult for the NPSG to move forward with the NP knowledgeably and speedily. Meanwhile, MP had produced the first ‘strawman’ draft of the Introduction to the NP and had forwarded it to AA for initial consideration.

e. (Para 7 – AOB). MP had confirmed by email his decision to step down as Chairman although he will continue to contribute to the work of the Group. The NPSG members expressed their appreciation and gratitude for MP’s leadership from the time of the NPSG’s inception in 2013. Thanks were also due to Graham Lloyd, who had recently left the NPSG and Maureen Atkinson who had stepped in as Chairman when MP was away.

3. It was agreed to take Item 8 on the Agenda first – **New Chairman**. The NPSG members enthusiastically accepted Andrew Argyle (AA) as the new Chairman.

4. **Village Questionnaire.** CP had undertaken a further review of the written comments. Where a comment appeared to be more relevant under a different topic heading, the comment had be relocated accordingly, although this is not an exact science. Some additional editing will be required, particularly redaction of those comments which identify the individual. Further versions for circulation to the NPSG will show track changes. The current version can, in any case, be used by the NPSG as a reference document. The response to the Questionnaire was around 45% discounting the DCBRNC whose residents are likely to be on

the Electoral Roll elsewhere and, therefore, would not be able to vote in the NP referendum. It would be worth checking with the register to know for sure. MP would also once more write to the Commandant to check whether there had been any recent change to the status of the Centre which could affect planning considerations. It was considered that nothing had come out of the most recent analysis of the responses to the Questionnaire that would change the presentation provided to villagers on 8th October 2016. One of the issues that needs to be resolved through confirmation from the link officer is the status of the NP in relation to the Settlement boundary ie is it true that only the NP can cause the Settlement boundary to be moved? It is the case that all of the SHLAAS are outside the Settlement boundary. If this is true, there is a question about what planning outside the Settlement boundary would be acceptable to Wiltshire Council before the NP is ratified. At this time, there is S118 where full planning permission has been sought and where a decision is targeted to be taken on 31 January 2017. This is an example of an issue where the early appointment of a new link officer to advise the NPSG is essential.

ACTION: CP and MP

5. Site Analysis. CB-W had written to the then link officer weeks ago with a number of questions, particularly about highway issues as they affected individual sites. Despite daily hasteners and a formal complaint to her line manager, he had still not received a response and, therefore, was not in a position to update the meeting. CB-W would again write to the link officer's manager and provide contact details to MP.

ACTION CB-W

6. Update on Planning Application – Black Horse Lane (S118) (See penultimate sentence, above). NPSG members can see the latest position by viewing the documentation at reference **16/10998/FUL** on the Wiltshire Council planning website.

7. Next Steps. The NP framework, as attached to the previous minutes, will be adopted. Work will be done to build up the Introduction and Background to the Parish which already exists to a large extent. CB-W is working on the substance of our Housing Policy. At the outset there is a need to focus on the Maps and Appendices as this work needs to be completed before we add the text. It is likely that the maps included in the Questionnaire would be replicated in the NP with more detail added as required to demonstrate where the objectives were met or not. The emphasis would be on the sites that the NPSG is putting forward together with the objective reasons for so doing and an Appendix could detail those sites which were rejected (eg flooding), perhaps in simple tabular format. Whatever the conclusions, there will need to be a full audit trail of the evidence for both parishioners and the examiner to follow. When CB-W has completed his work on the sites and made recommendations, the NPSG will be in a good position to consider the objective reasons why any particular site should be rejected. There is a need to consult with Wiltshire Council on a number of issues when the new link officer is appointed, as well as other agencies. For instance, will the NPSG need to initiate a 'Flood Risk Survey' and if so, what budget is available? The NPSG grant paperwork is currently with the Clerk to the Parish Council but there is further work required of the NPSG who must itself make the application to My Community. Again, this is an area where the link officer could provide advice. There are other aspects to be included in the NP such as footpaths, parking and cycle paths. Parishioners raised the need for a suitable footpath between the Winterbournes and Hurdcott. The cycle path aspiration is being actively considered by Wiltshire Council and as to parking for the primary school, there is a question as to whether parking is actually required or merely

a 'drop off' area. There are areas of the parish which villagers would not want developed and these will need to be detailed in the NP. MP will forward what he has on the history aspect to MA to ensure that it is complete. With all of these and other work strands, it will be necessary to generate a timeline for the steps leading to completion of the 1st draft NP and MP volunteered to produce one. It is likely that the timeline for the consultation phase will take us to the autumn with the referendum to be held next year. However, the activity will require advice from Wiltshire Council through the new link officer and a delay appears inevitable in the current circumstances.

ACTION: CB-W and MP

8. AOB

a. The budget for the NP. The confusion over who was responsible for applying for the grant had been resolved. The NPSG must apply for the grant but the PC will administrate it.

b. There is a wider NP event being held in Bath on 25th Jan but it is considered that at the stage we have reached attendance is not critical. However, GN volunteered to attend the event if, on reflection, there would be any benefit in attending on behalf of the NPSG. Much of the groundwork for our NP has already been undertaken but it is important going forward that we have the professional input from our link officer. We really need to have a face-to-face with the link officer to discuss where we are and where we should be heading so that the NP can be delivered knowledgeably.

9. **Date of Next Meetings:** The new Chairman is keen to have a timetable for NPSG meetings agreed through to October 2017 and this can be discussed at the next meeting to be held on 20 Feb 2017. Meanwhile, it is tabled that meetings be held on the following dates in 2017:-

Mon, 20 Feb

Wed, 29 Mar

Wed, 26 Apr

Wed, 24 May

Mon, 26 Jun

Wed, 26 Jul