

## SHERSTON NEIGHBOURHOOD PLAN STEERING GROUP

### Notes of meeting held on Wednesday the 22<sup>nd</sup> February at 7.30pm in Sherston Village Hall.

**PRESENT:**

Mr J Matthews (JM) - Chairman  
Mrs Sarah Wood (SW) – Admin Support

| <u>Representatives of the following</u> | <u>Groups/Organisations</u>    |
|---|--------------------------------|
| Mr J Knight (JK)                        | Sherston Allotments            |
| Mr John Thomson (JT)                    | Malmesbury Area Board          |
| Mrs Annabel Llewellyn Palmer (LP)       | Sherston Busy Hands Pre-School |
| Mr Rob Johnson (RJ)                     | Sherston Businesses            |
| Mr Richard Freeth (RF)                  | Sherston Churches              |
| Mrs Irene Johnston (IJ)                 | Sherston Green Wing            |
| Mrs Jo Curson (JC)                      | Sherston Housing               |
| Mr Richard Hulme (RH)                   | Sherston Primary School        |
| Mr Graham Morris (GM)                   | Sherston Parish Council        |
| Mr Mike Johnson (MJ)                    | SOSCIC                         |
| Mr Kevin Smith (KS)                     | Sherston Sports Association    |
| Dr Pip Petit (PP)                       | Tolsey Surgery                 |
| Dr Simon Watkins (SW)                   | Tolsey Surgery                 |
| Mrs Jenny Dickenson (JD)                | Sherston Senior Club           |
| Mrs Rosemary Hayden (RH)                | Sherston Senior Club           |
| Mr Anthony Price (AP)                   | Sherston Scouts and Youth      |
| Mr M Rea (MR)                           | Sherston Village Hall          |
| Mrs Georgina Clampitt-Dix (GC-D)        | Wiltshire Council              |

Definitions: Neighbourhood Plan (NHP)

| Item  |
|---|
| <p>1. Apologies for absence<br/>JM welcomes everyone and thanks them all for attending the meeting, there were no apologies.</p>  |
| <p>2. Election/appointment of chairman<br/>JM is happy to chair the initial meeting however there will be an opportunity at the end of the meeting for a new chair to be appointed. Each attendee formally introduced themselves and which group/organisation they will represent, JM asked that in future meetings only one representative per group is necessary. The names of the representatives will be added to the terms of reference.</p> <p>GC-D informed the group that it may be beneficial for members to only represent one group/organisation even if technically they are able to represent two in order to ensure the balance of interests in the group is reflected. These interests can be acknowledged later in the process, and are likely to make a valuable contribution to the plan.</p> |
| <p>3. An overview of the Neighbourhood planning process<br/>GC-D, Head of Spatial Planning for Wiltshire Council, explained that the parish need to take the lead in compiling a NHP but Wiltshire Council will support the steering group and Parish Council through the process. An officer will be allocated and GC-D is that officer at present. Wiltshire Council will help ensure that the Parish comply with planning regulations that will be put in place by the government. They will set out statutory stages that must be complied with in the preparation of the NHP. The Plan cannot be in conflict with the Core Strategy.</p> <p>Part of the project plan is to harness concerns in a positive manner, through publicity and consultation. It is vital to identify</p>                          |

the needs and views of the Parish; this can be done through forums, presentations and events. We are fortunate to have both the Sherston Website and the Cliffhanger. Once concerns, hopes and issues are identified, the Parish will need to ask how it can deliver the outcomes that public consultation has raised and whether everything can be achieved through the NHP.

#### 4. The geography of the neighbourhood area

Sherston was chosen by the Government to be a 'front runner' so the neighbourhood area has already been identified in the bid, which means stage 1 has already been achieved.

#### 5. Draft Terms of Reference

The draft terms of reference was circulated for all members. JM read through document and changes made where necessary. (Amended document attached). Some points raised from the document are as follows: –

##### (i) Consultants

GC-D informed the group that consultants are not essential and would require funding. Mr Kevin McCloud (Hab Housing), whose company has designed a sustainable development in Swindon, is very interested in the Sherston NHP. JT and JC believe he would be happy to get involved or offer advice if needed. MJ has met with a company who have also shown an interest and have offered free advice and footwork if required.

##### (ii) Funding

A spatial planning officer will be allocated to support the project and act as a single point of contact with the Council and a budget of up to £20,000 will be available based on the CLG funding to the Council to support the whole process, although some of this will be needed to pay for examination and referendum costs. This amount will cover administration costs, events, printing and compilation of the plan. Using local experience and Wiltshire Councils in house facilities will keep the costs down. The group would look to minimise costs wherever possible to see what can be achieved. GC-D reported that an initial sum of money could be handed down to the clerk of the Parish Council for safekeeping and use to enable the group to have some flexibility in terms of direct access to funding.

##### (iii) Meetings

It was all agreed that meetings will be open to the public and the notes of each meeting will be available on the website and there will be articles in the Cliffhanger. There will be a pre-meeting briefing which will allow any sensitive items or confidential matters to be discussed informally and not recorded. It was agreed that meetings should be every 6 weeks and the agenda will be sent 3 clear working days prior to the meeting.

**ACTION** - SW and JM will meet to compile dates.

##### (iv) Role of Parish Council

As the Parish Council is the body that must legislate on the NHP, all key decisions made by the steering group must be formally approved by the Parish Council and all of these minuted accordingly. All councillors will receive copies of Steering group notes and be kept up to date with progress. The Parish Council would need to formally endorse the Terms of Reference and the NHP would be a standing item on the agenda for the Council meetings to ensure timely decision making.

##### (v) Public engagement

GC-D informed the group that the NHP needs to involve as many members of the parish as possible and include hard to reach groups. JC who has had experience of public engagement offered advice on this matter, her offer was welcomed.

##### (vi) Requests from other local organisations

JM asked the group if they believe a group/organisation might have been left out. RH asked why a representative from the WI was not asked to be on the steering group. JM explained that only groups/organisations that have a geographical imprint or influence on the village were asked. GC-D explained that the steering group must be functional and not too large, the purpose of the group is to 'Steer' the project so has to be manageable. It was agreed that JM would offer to go and talk to the WI and other groups if required to communicate what the scheme is about.

**ACTION** – JM to contact the WI

#### 6. Timescales and project milestones

JM suggested a timescale for the project would be 12 months. GC-D suggested although it was good to have the aspiration

of a year, there should be flexibility and no solid deadline set as a longer timeframe may be appropriate depending on the Regulations when they are published in their final form and the amount of public engagement that may be needed. JC recommended that enough time must be allowed for public views to be analysed and draft NHP plans changed if views are conflicting.

#### 7. Scoping, local evidence and local consultation

GC-D reported to the group that the scoping phase is very important in order to determine the potential issues that need to be addressed in the NHP. As the first step, each representative will need to ask their group/organisation for its views, local knowledge and concerns which will provide local evidence and help form aspirations. The results of the recent housing needs survey will give an indication to the current need for affordable housing in the village. The JSA document and the Core Strategy will enable informed decisions to be made. Wiltshire Council can provide all statistics and census information (when available) and a NHP Portal is in the process of being set up that will have access to sources of information. JT will provide each member with a copy of the JSA document and the Core Strategy is on the Wiltshire Website.

Once aspirations are established, they will be put into the public domain and the local community will be able to comment and give their views, concerns and aspirations for the village and how these hopes and issues can be met. This will form a good starting point for developing the content of the NHP.

**ACTION** – JT to provide copies of JSA.

#### 8. Preparation of group aspirations for next meeting

JT explained that the NHP is not only about housing but sustainability of local amenities, transport (future of public transport), retaining services, businesses to help the local economy and the future of the Parish and surrounding villages. The Parish need to think about the future of the village, the provision of affordable homes, changing population demographics, safeguarding open spaces and other important matters. These can help inform a vision for the future of the neighbourhood area; the issue stage will play an important part in initial scoping stage of the plan's preparation.

The NHP must work alongside the Core Strategy and try to provide the growth identified in the document. It is important to sustain the population so local amenities can be supported. New developments do not necessarily have to be on new sites but also could relate to redevelopment on sites that already exist. Sites for possible future development should not be discussed at this stage, unless an area has been previously publicly earmarked for development. The members of the steering group were requested to go and discuss with their organisation/groups their aspirations in time for the next meeting.

#### 9. AOB

AP asked if the core strategy took into account the underlying economy, unemployment and population etc. JT responded that Wiltshire Council firmly believe that infrastructure and jobs need to be in place before houses are built, this is why Wiltshire Council are investing heavily into rural superfast broadband, to provide a more sustainable economy in place for the future.

MR asked at what stage the village gets involved. Once the aspirations are established, they will be put into the Cliffhanger, on the notice boards, and website asking for views. Workshops and events can also be arranged with the Scouts, School, and the senior club to engage as many people as possible.

MR mentioned to all that the Princess Foundation are holding Neighbourhood Planning events next week at Malmesbury.

**ACTION** - SW and MR to circulate details to all members.

#### 10. Appointment of Chairman

It was unanimously agreed by the group that JM is appointed Chairman of the Sherston Neighbourhood Plan Steering Group. JM thanks GC-D for her time and all representatives for attending.

#### 11. Time and Date of next meeting.

The next meeting will be in approximately six weeks, JM and SW to confirm dates at later stage.

The meeting closed at 9.45pm. The notes were taken by Sarah Wood, admin support to the Steering Group.

