



BRATTON PARISH COUNCIL

NEIGHBOURHOOD PLAN STEERING GROUP

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Minutes of a meeting of the Steering Group on **Thursday 12th February 2019**
in the Pavilion on the Green, Bratton at 7.15 pm.

Present: Cllr Jeff Ligo, Cllr Nicky Morris, Mr Eddie Cole, Mr Ken Davis and Cllr Phil Whitaker.

In attendance: Nicola Duke (Parish Clerk)

	AGENDA ITEM
NPSG9	Election of Chair It was agreed that Cllr Nicky Morris (current Vice-Chair) would be appointed as Acting Chair for the remainder of the municipal year. It was agreed that Mr Eddie Cole would be appointed as Vice-Chair for the remainder of the municipal year.
NPSG10	Apologies for Absence Alan Brook Maz Talbot Rachel Ridley
NPSG11	Declarations of Interest None. It was agreed to remind members to fill in the register of interest form and once these were completed Declarations of Interest would no longer appear as a standing agenda item.
NPSG12	Steering Group meeting - November 2018 The minutes of the meeting held on 27 th November 2018 were approved for accuracy and recommended to the Parish Council for adoption.
NPSG13	Steering Group membership Members consider ways in which the membership and support of the group could be expanded and agreed the following: <ul style="list-style-type: none">• Eddie Cole would provide some information for publication for the Bratton Parish News.• Discussion had taken place with Cllr Ridley to establish a designated neighbourhood plan email address. It was felt that these emails should be forwarded to the Chair and Vice-Chair of the Steering Group.

NPSG14	<p>Neighbourhood Plan – draft Vision and Publicity Statement</p> <p>The draft document had been circulated and was discussed. The latest version was tabled. The Vision document would go out with the Bratton Parish News in the March edition. The Parish Clerk’s email address would be used as a contact. It was agreed to add in a more detailed list of the assets in the village such as, the surgery and the halls. It was agreed to replace the word ‘areas’ with ‘assets’ in the third bullet point in the second paragraph. It was noted that nominations for listing Assets of Community Value was an item for the PC meeting in March. It was agreed to highlight the dates for the delivery and collection of the questionnaire.</p> <p>The Vision and Publicity Statement was approved for public release, with information on the questionnaire issue and collection dates to be added.</p>
NPSG15	<p>Draft questionnaire</p> <p>Members considered the method for distribution and collection of the questionnaire and it was agreed that as an incentive a free ‘raffle’ would be run for those households which returned their questionnaire to enter, with one free ticket/number being given per returned questionnaire, with a single winning number to be drawn and publicised later. A final collection point would be run until the middle of the following week at the village shop. Cllr Ligo would assist with the organisation of volunteers.</p> <p>It was agreed that a raffle would be run alongside the questionnaire. The practical arrangements of this would need to be finalised and Cllr Morris and Mr Cole would work on the details. The limit for the prize was set at £50.00.</p> <p>Members discussed the questionnaire, which would be finalised by Cllr Morris and Mr Cole. It was agreed that the questionnaire would be copied by the Parish photocopier.</p> <p>Cllr Morris suggested arranging a public meeting to discuss the results of the questionnaire. It was agreed to consider this once the analysis work had been carried out.</p>
NPSG16	<p>Neighbourhood Plan – website</p> <p>The requirements/need and options for a website presence for the NP were considered and the following was agreed:</p> <ul style="list-style-type: none"> • That a designated Neighbourhood Plan page would be established on the parish website – this would be referred to Cllr Ridley for action. Cllrs Ligo and Morris would take this forward. It was noted that the future administrative arrangements for the website was an agenda for the PC meeting in March. • A meeting would be arranged with Cllr Ridley and the Clerk would email out suggesting a date of Thursday 28th February in the morning, to coincide with the Clerks monthly surgery.
NPSG17	<p>Next Steps</p> <p>a) Development of a Project Plan – Mr Cole had prepared a draft Plan template</p>

	<p>and would work on this. The Project Plan would be referred to the next PC meeting in March. The Clerk would send Mr Cole some examples from other parish and towns, which might be useful in preparing the Plan.</p> <p>b) Identifying a budget and considering grant funding – funding requirements would be listed within the Project Plan and a budget developed from there. Mr Cole would arrange for the Parish Clerk from North Bradley to talk to members about funding options.</p> <p>c) Liaising with stakeholders and local groups - it was agreed that this was important and could assist with the expansion of the Steering Group. The initial contact would be made with the Secretary of each group with an invitation to send a representative to the Steering Group. Members of the group would write out to all their contacts to maximise awareness and stress the importance of the questionnaire.</p> <p>d) Cllr Morris reported on a meeting she and Mr Cole had attended with Luke Francis at Wiltshire Council. A contact within the Council for Rural Housing had been passed on and the Chair and Vice-Chair would take this forward and arrange a meeting.</p> <p>e) Cllr Ligo spoke regarding an email regarding the Wiltshire Housing Site Allocations Plan and it was noted that, as the Neighbourhood Plan Steering Group had submitted a comment, it would be able to make representation at the hearing. It was agreed that the Clerk would inform the administrator that the Parish Council (Cllr Ligo) and the Neighbourhood Plan Steering Group (Cllr Morris) wished to attend to make specific representations.</p>
NPSG18	<p>Date of next meeting Tuesday 2nd April 2019 at 7.15 pm.</p>

There being no further business the meeting was closed at 8.50 pm.