



BRATTON PARISH COUNCIL

NEIGHBOURHOOD PLAN STEERING GROUP

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Minutes of a meeting of the Steering Group held on **Tuesday 2nd April 2019** in the Pavilion on the Green, Bratton at 7.15 pm.

Present: Cllr Nicky Morris, Cllr Jeff Ligo, Mr Eddie Cole, Cllr P Whitaker

In attendance: Ms Wendy Waller, Ms Nicola Duke (Parish Clerk)

	AGENDA ITEM
NPSG19	Apologies for Absence Ken Davis due to required attendance at another meeting. Alan Brook due to holiday.
NPSG20	Steering Group meeting - November 2018 The minutes of the meeting held on 12 th February 2019 had been approved by the Parish Council at its March meeting. Members agreed their accuracy.
NPSG21	NP Questionnaire <ul style="list-style-type: none">a) It was reported that 320 responses to the questionnaire, which was agreed was a tremendous response rate of approximately 61%. The Steering Group thanked those people who had assisted in the delivery and collection of the questionnaires. Members conducted the prize drawer (Wendy Waller) and the winning number was 278 (Judy Tate). Cllr Morris would inform the winner.b) Members discussed the method for analysing the results. It was agreed that this item be deferred as concentration was needed on agenda item 23. It was noted that Mr Cole was working on a spreadsheet, and he outlined how he was inputting the data. He informed members that the spreadsheet would allow for the extraction of specific data. Mr Cole tabled the draft spreadsheet via means of a projector. Following discussion, it was agreed that the Clerk would see if resources were available at Radstock Town Council to support in data entry and report back with an approximate cost. Mr Cole and Cllr Morris would carry out a 'dummy run' of inputting to gauge the time required.
NPSG22	Neighbourhood Plan Project Plan Mr Cole reported that he had drawn up a first draft of a Project Plan, which he had shared with the Chair and took the Group through the next eighteen months of neighbourhood planning. This would be deferred to the next meeting for more detailed consideration. Mr Cole reported that he had set down a timeline for the tasks involved and had allocated estimated timescales for each step.

	<p>Mr Cole would circulate the project plan, which he reported was in spreadsheet format containing the list of tasks, with the timescales listed on additional worksheets. Members were advised to focus on the list of tasks, which would be more printable than the entire workbook.</p> <p>Members discussed the potential requirement for consultancy support and agreed that this would be considered further down the road once the policies had been identified – so that the consultant could draft them to meet with planning standards.</p> <p>Cllr Ligo expressed the view that the outcome of the HSAP would have such a significant effect on the neighbourhood planning process that policies could not be determined until this was finalised. Cllr Morris stated that the timing may well link up as it was likely to take 4 months to data input the results of the questionnaire and that this may well tie up with the publication of the result of the examination in public of the HSAP. This was agreed.</p>
NPSG23	<p>Wiltshire Council Housing Site Allocations Plan</p> <p>Members considered the outline proposed statement to be made at the Public Inquiry on 4th April. Cllr Ligo had circulated a draft response from the Parish Council, outlining the main points he was making. Cllr Morris stated that she would be attending the hearing to make a statement the following day.</p> <p>Members discussed the comments to be made to the Inspector, to ensure that the Parish Council and the Steering Group representations did not repeat the same points. It was agreed, following discussion, that Cllrs Morris and Ligo would provide each other with copies of their draft statements prior to attending the hearing.</p>
NPSG24	<p>NP Public awareness</p> <ul style="list-style-type: none"> a) Cllr Ligo agreed to draft a piece for the Bratton Parish News, which he would send to Cllr Morris and Mr Cole. b) Members agreed to arrange a public meeting to present the results of the questionnaire once the results had been analysed.
NPSG25	<p>Date of next meeting Tuesday 11th June 2019 at 7.15 pm in the Pavilion on the Green.</p>

There being no further business the meeting was closed at 8.45 pm.