



BRATTON PARISH COUNCIL

NEIGHBOURHOOD PLAN STEERING GROUP

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Minutes of a meeting of the Steering Group held on **Tuesday 11th June 2019** in the Pavilion on the Green, Bratton at 7.45 pm.

Present: Cllr Nicky Morris, Cllr Phil Whitaker, Mr Eddie Cole and Mr Alan Brook.

In attendance: Nicola Duke (Parish Clerk)

	AGENDA ITEM
NPSG26	Chair and Vice-Chair It was proposed by Mr Brook, seconded by Cllr Whittaker and resolved to elect Cllr Morris as Chair and it was proposed by Cllr Morris, seconded by Cllr Whitaker and resolved to elect Mr Eddie Cole as Vice-Chair for the municipal year 2019-20.
NPSG27	Apologies for Absence Cllr Ligo due to holiday – accepted. Wendy Waller – noted.
NPSG28	Steering Group meeting - April 2018 Members confirmed as a correct record the minutes of the meeting held on 2 nd April 2019 (proposed by Cllr Morris, seconded by Cllr Whitaker).
NPSG29	NP Questionnaire Mr Cole reported that trial runs had been carried out on the spreadsheet, which had been deemed fit for purpose. Work had continued to try and enlist additional support for the data entry. He reported that 80 questionnaires had been input to date. Five people were now assisting with the data entry and the aim was for each 'team' to complete 10 questionnaires a week. Mr Cole reported on some anomalies in the completion of the forms, which had affected the data input. The process for entering the data into the spreadsheet was confirmed as working well, with Mr Cole maintaining the master copy. It was agreed that Mr Brook would provide some time to assist with the data entry and Mr Cole would liaise directly with him in respect of this. The Clerk suggested that support could be brought in to support the data entry. Members felt this could be useful and the Clerk agreed that she would discuss this with her colleagues.

NPSG29	<p>Neighbourhood Plan Project Plan</p> <p>Members considered the draft Project Plan and it was noted that this was not being progressed until the Housing Site Allocations Plan inquiry had been completed. Mr Cole reported that he felt the plan would need some adjustment in respect of the timeline, to provide a more reasonable timeframe for each section. It was therefore noted that there would be some slippage to the timeline, which had been optimistic. It was agreed that Mr Cole would undertake a revision of the plan, providing more realistic dates for each stage.</p> <p>Members felt that a public meeting to update residents on the Neighbourhood Plan process should be arranged as soon as possible, following the outcome of the WHSAP and the completion of the analysis of the questionnaires. Mr Cole reported that he would be away from the end of August to the beginning of November.</p>
NPSG30	<p>Wiltshire Housing Site Allocations Plan</p> <p>The Chair undertook to contact Wiltshire Council for an update on the progress of the WHSAP and timetable for the result of the public inquiry.</p>
NPSG31	<p>Wiltshire Council Local Plan</p> <p>Members received an update on the Local Plan as it affected Bratton; the Chair confirmed that Mr Eddie Cole was attending a consultation meeting at Wiltshire Council to receive updates and information on the Local Plan.</p>
NPSG32	<p>NP Public awareness</p> <ul style="list-style-type: none"> a) Members considered copy for a piece for the Bratton Parish News and agreed that Mr Cole would report on the progress with the questionnaire analysis and the planned timeline for the completion of this work. Cllr Morris would obtain an update on the WHSAP inquiry to see if there was any expected or due date for its outcome. Any pertinent information would be included in the copy for the Parish News. b) Public meeting to present the results of the questionnaire – this had been addressed under agenda item NPSG29 above and would be kept under review.
NPSG33	<p>Date of next meeting Tuesday 13th August 2019 at 7.15 pm in the Pavilion on the Green. Members asked for people to confirm their availability for this date as soon as possible so that an alternate date could be identified if needed.</p>

There being no further business the meeting was closed at 9.00 pm.