



BRATTON PARISH COUNCIL

NEIGHBOURHOOD PLAN STEERING GROUP

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Minutes of a meeting of the Neighbourhood Plan Steering Group held on
Tuesday 12th October 2021 in the Jubilee Hall, at 7.00 pm.

Present: Cllr Eddie Cole (Chair), Cllr Jeff Ligo, James Lineham, Jackie Hames, Roger Hames, Neil Brawn, Steve Crosby and Mark Fanning.

In attendance: Nicola Duke (Parish Clerk).

	AGENDA ITEM
01	Election of Chair Cllr Eddie Cole was elected as Chair of the Steering Group for the remainder of the municipal year (proposed Cllr Ligo, seconded Roger Hames).
02	Apologies for Absence Amanda Sharpe, Bob Pearce, Cllr Jo Jolly and Cllr Noel Kew due to other commitments - accepted.
	<i>The Chair tabled information relating to the progression of the Neighbourhood Plan and provided an introduction to the agenda items.</i>
03	Neighbourhood Plan – Overall Structure Members considered the overall structure of the NP and agreed the following as appropriate: <ul style="list-style-type: none">• Introduction and background• Overview and history of the Parish• Overview of the Plan progress• Vision and Objectives• Policies• Monitoring and Review• Future Projects• Appendices:<ul style="list-style-type: none">○ Community engagement○ Evidence base
04	Post Covid Survey Members considered the arrangements for a post Covid survey as discussed at the Public Meeting held in September 2021. It was noted that many more people now worked from home following the pandemic and questions relating to broadband requirements, type of housing (i.e.

	<p>home office) and commuting needed to be researched. It was agreed that a further set of questions would need to be developed. The following was agreed:</p> <ul style="list-style-type: none"> • The questionnaire would be short and focus on post covid research. • An online survey would be provided as well as an option for paper copies, which would be provided on request. • Information on the results of the survey would also be made available via the website and Cllr Cole would provide members with copies of the slides he had presented at the public meeting. • That the issue of the survey would wait until the SG had more information on which also to consult.
05	<p>Creating Objectives</p> <p>Members considered creating objectives from the Survey feedback and it was agreed to aim for a maximum of 12 objectives, based on the main takeaways from the survey results. It was agreed that the objectives should be set around the wider questions; with a focus on the strategic view for the future of the village. This should include consideration of any potential expansion of the village, which related to the call for potential sites. Members therefore moved on to discuss agenda item 06 below.</p>
06	<p>Potential Sites</p> <p>The process to identify potential sites was considered and the Chair provided information on Wiltshire Council’s Strategic Housing and Economic Land Availability Assessment (SHEELAA). It was agreed that a call for sites should publicised in order to identify potential sites around the village, which would then need to be assessed for viability and presented to the village for feedback. The outcomes of this would potentially be included in the second survey as discussed under agenda item 04. It was felt however, that it was too soon to carry out this process. The Clerk would investigate the point during the process at which a call for sites should be carried out.</p>
07	<p>Areas to Protect</p> <p>The process and reports required to identify areas to protect were considered. It was noted that, in order to inform areas to be protected, a number of reports would be required as listed. It was further noted that the consultants would be able to assist in the preparation of these.</p> <ul style="list-style-type: none"> • In depth local character and design analysis • Conservation area analysis and statement • Locally valued non-designated heritage asset report • Landscape character analysis report • Green infrastructure report • Local green space report • Local key views report
08	<p>Neighbourhood Planning Steering Group – Roles and Responsibilities</p> <p>Members considered the allocation of roles and responsibilities including the appointment of members to themed sub groups. It was agreed to consider this, if required, at the December meeting.</p>
09	<p>Neighbourhood Plan Consultancy Support</p> <p>An update on the appointment of consultants from 2022 was provided, with it being noted that a Letter of Intent had been issued to Place Studio. Items to include in a Scope of Works were</p>

	considered and it was agreed that this would be set following the setting of the vision and the objectives, which would be considered at the December meeting.
10	<p>Locality Funding Support</p> <p>Members considered the content of an application to Locality for funding support, to include support for consultancy work and costs associated with a further village survey. It was noted that firm quotations would need to be obtained from Place Studio in order for a grant application to be submitted. This would be actioned once agenda item 09 had been dealt with post the December meeting.</p>
11	<p>Actions Points to the end of the Financial Year (March 2022)</p> <p>Action points arising from the meeting were agreed as:</p> <ul style="list-style-type: none"> • The Clerk would draft the first four items detailed under the Plan structure agenda item 03, which would be considered at the December meeting. • SG members would provide the Clerk with ideas for objectives and the draft vision, which the Clerk would then collate for discussion prior to the December meeting. Members were asked to have comments with the Clerk by 30th November. • The Clerk would liaise with the Link Officer at WC as to the timing and process for a call for sites and report back to members prior to the December meeting. • The Clerk would provide members with information on the designated area for the Neighbourhood Plan for Bratton. • The Clerk would send members a draft Scope of Works, which might be appropriate, and members would consider at the December meeting. • Cllr Cole would send members the slide set relating to the survey results.
12	<p>Date of next meeting</p> <p>Tuesday 14th December 2021 at 7.00 pm at the Jubilee Hall.</p>

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