



BRATTON PARISH COUNCIL

NEIGHBOURHOOD PLAN STEERING GROUP

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Minutes of a meeting to discuss the Neighbourhood Plan for Bratton held on **Thursday 26th May 2022** at 7.00 pm in the Oratory Room, Bratton Church Institute.

Present: Cllr Eddie Cole (Chair) Cllr Jeff Ligo, Neil Brawn, Sian Morgan, Robert Drummond and Bob Pearce.

In attendance: Nicola Duke (Parish Clerk).

	AGENDA ITEM
33	Election of Chair and Vice-Chair Members elected a Chair and Vice-Chair for the 2022-23 municipal year: Chair – Cllr Eddie Cole Vice-Chair – Deferred to next meeting due to low attendance
34	Apologies for Absence Roger and Jackie Hames, Mark Fanning, James Lineham and Tanya Hasking.
35	Community engagement Members considered the community engagement plan and comments previously circulated, which would be included in the final draft. The Chair noted that the reference to the formation of the Steering Group in 2021 should read 2017, which was when the group had been first formally established. Members discussed how to refer to the Plan in consultation documents and the Clerk suggested that consultation material, in order to be accepted as part of the NP process, should refer to the Neighbourhood Plan. It was felt that this would not assist with local engagement and members felt that a different term would be more accessible and meaningful to the parish. The Chair felt it would be acceptable as long as the evidence showed the whole parish had been consulted, not just the central village area. It was agreed to ask advice on this point from the NP consultants; to check on the terminology which could/should be used. Members also identified the need to ensure that any locations outside the immediate village were included in engagement and a list would be added to the Community Engagement protocol.

36	<p>Neighbourhood Plan website proposal</p> <p>Members considered a proposal for the website and agreed the following:</p> <ul style="list-style-type: none"> • Events relating to the NP would be published on both the main front page of the Bratton parish website and the front page of the NP section of the site. • Cllr Cole was working on the menu for the NP section of the site which would include a section for Reports and Surveys and a section outlining the process of developing a NP and marking the current stage. • The ‘Have Your Say’ section would be developed to contain a feedback form and Cllr Ridley was establishing a dedicated NP email address. • It was agreed that the Documents section would mirror the layout of the PC element of the website; with agendas and minutes being loaded separately. It was agreed that the minutes of NPSG meetings would be loaded prior to the consultation event in order to avoid the impression that the group was inactive. • Cllr Cole reported that he had developed a test website on a free platform and members agreed that the final aim would be to develop a stand-alone, independent site which would be linked to the Bratton parish site. In the short term, information would be made available via the main parish site with an independent site being available in the longer term.
37	<p>Jubilee Celebrations</p> <p>Members considered the arrangements for the community engagement on the 4th June and Cllr Cole tabled a proposed information board. Following discussion, it was agreed to enlarge the information/ maps available and provide an information leaflet to support that and ask people to comment on their Likes and Dislike/Hopes and Fears for the parish via post it notes. Members discussed and agreed a rota for manning the stall and Neil Brawn would provide printed sticky notes for use on the board, which would be circulated to members in advance of printing. Arrangements for the set-up of the stall were clarified.</p>
38	<p>Place Studio</p> <p>Members considered the next steps with Place Studio following the Jubilee Celebration community engagement and agreed that contact would be made after the consultation event to work up a scope and obtain a quote for the next stages. In terms of the feedback from the event this would be photographed, copied and collated for consideration at the next SG meeting. Cllr Cole spoke to the process required for collating the data; members felt that this event was a ‘straw poll’ and advert for the group as opposed to a formal consultation process. Cllr Cole drew attention to the requirement for formal noting of any consultation undertaken; which was an important element of the audit trail for the NP process. Robert Drummond undertook to collate and write up the comments received.</p> <p>Cllr Cole mentioned a conversation with Wiltshire Councillor Suzanne Wickham who had reported on a walkabout she had carried out in the village in relation to the proposed development at the field adjacent to Court Orchard; she had reported that people did not understand the stages of the development and Cllr Cole suggested that the SG provide an update on the development of the site for inclusion in the Bratton Parish News. It was felt that this would be more appropriately undertaken by the Parish Council.</p>
39	<p>Date of next meeting – Tuesday 28th June 2022 at 7.15 pm.</p>

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