

Coombe Bissett and Homington Neighbourhood Plan Steering Group Meeting 15th April 2019

CC's private residence

Present: Christine Cooper (CC), David Parson (DP), TM (Tim Mynott), Alastair Lack (AL), Amy Burnett (AB), Pippa Crosthwaite (PC, observer).

Apologies: Des Hobson (DH)

Actions highlighted in bold

[Minutes of the previous meeting](#)

Minutes of the last meeting were agreed by the group.

[Final Report](#)

CC has shared the draft report with DR, DH and PC. **AB to amend and CC to send to Parish Clerk for circulation to the Parish Council.**

The End of Grant Report for the period June 2018 – March 2019 has been submitted. Locality has stated that the new grant monies should be available at the next registration period which is likely to be mid-May. **CC to apply for further funds from Locality when possible.**

There is £146.10 left from the Parish Council budget to support the plan (original £1000 from PC monies). The Chalke Valley Preservation Society (CVPS) have previously committed £1000 to support the Neighbourhood Plan process. **TM to liaise with CVPS regarding fund transfer.**

[Update on communication with AECOM](#)

CC spoke to a new representative from the AECOM¹ housing needs assessment team (Jessie Honey); it appears that there was an issue with their previous team and Mr. Honey has inherited 35 current housing needs assessments. He hopes to send us the results of our Housing Need research questions soon.

CC applied for technical support for Design Codes from Locality. Claire and Ben (AECOM) will come to the parish on 2nd May for a walkaround to review extant design. CC shared the questionnaire summary with the design team and currently CC, AB and DP will provide comments on local character. AECOM is interested in reviewing old and new (i.e. within the last 10 years) buildings. If anyone else would like to join let CC know.

[Site list](#)

CC also spoke to AECOM regarding site assessments; they have indicated they are prepared to undertake assessments on c. 10 sites and that the sites need to conform with AECOM's criteria. Currently, there are 31 sites from all sources – i.e. the Call for Sites, Strategic Housing and Economic Land Availability Assessment (SHELAA) and the questionnaire.

¹ AECOM stands for Architecture, Engineering, Consulting, Operations, and Maintenance but its full name is rarely used.

It is important to check that land is actually available for development. AECOM is not able to assess sites of less than five dwellings (four dwellings by special exception). Any development less than this would be addressed by Neighbourhood Plan policies. AECOM has also suggested that development sites in the rural hinterland should not be encouraged.

The group discussed the draft list of sites. There are still an outstanding number of sites which require confirmation with the landowners as to whether they are available for development and therefore assessment. **Parish Clerk and relevant steering group members to contact landowners, as appropriate.**

CC will share the complete list with AECOM showing how the criteria have been applied to confirm that they agree.

Community Engagement

Members of the steering group are going to commence the process of talking to all the clubs, societies and organisations in the parish. Community group contacts will receive the summary results of the questionnaire and also the relevant section of the final report which details suggestions appropriate to supporting community groups and assets. The discussions will also provide the opportunity to check if groups have any additional development needs over the plan period and whether/how the plan could support local groups and stakeholders.

Steering group to share the results with community groups and CC/group to confirm who will communicate with which groups by email. The communication needs to be logged to show that it has been undertaken. AB will provide a template.

Additional actions (based on the list in the full report, Section 13)

1. The results of the questionnaire need to be assessed against the Coombe Bissett and Homington Parish Plan, notably the footpath suggestions and indicate a map of which footpaths could be enhanced or upgraded through the Neighbourhood Plan. It may be that this cannot be fully considered until the site assessment work has been undertaken. Another consideration would be defining 'footpaths' in different ways e.g. as 'pavements' and as rights of way. **CC to ask AL to support.**
2. Compare housing need data from the questionnaire to housing data from the Wiltshire Council Housing Needs Survey (HNS), the Parish Plan (Qu. 38 - to compare for changing needs over time) and the AECOM housing needs report. This includes further analysis of the questionnaire data to understand a breakdown of housing needs e.g. the prevalence of people answering 4 and 5 out of 5 for each dwelling type and their age etc. **AB to do.**
3. Review proposed greenspaces against the National Planning Policy Framework (NPPF) criteria for Local Green Space (LGS) designation. **DP to solicit the help of a local expert in environmental issues. AB to share a template for assessment of LGS.**
4. Take and gather photos of all the sites, community assets, footpaths, conservation area design features, landscapes and views and green spaces mentioned. **All to do over the next few months; AECOM to take some through design code and site assessment visits.**
5. Share evidence base with the community for further comment at a Community Feedback Day in Summer 2019. Date to be confirmed once known when likely to get information back from AECOM.

6. Explore objectives and a vision for the plan, informed by the above analysis. TBC.
7. Apply for an environmental screening from Wiltshire Council to determine if the plan will require a Strategic Environmental Assessment (SEA, likely due to the proximity of nearby Sites of Special Scientific Interest, SSSIs). **CC has already contacted WC about this and been informed that more information on the likely areas which may be impacted by potential development needs to be firmed up before this can take place, i.e. a completed site assessment and emerging objectives need to be in place.** A full SEA will require a 6-week consultation before the plan's 'Reg 14' local 6-week consultation later in the year.

Date of Next Meeting

Monday 17th June 2019. The steering group may need to meet before this dependent on the timing of information from AECOM.