

# Coombe Bissett and Homington (CB&H) Neighbourhood Plan Meeting Minutes

22<sup>nd</sup> January 2018

At Christine Cooper's personal address

Agenda item	Discussion; decisions highlighted in bold
1. <i>Members present:</i>	Christine Cooper, Tim Mynott, Alastair Lack, Pauline Cullis, David Parson and Amy Burnett (as minute taker/DinT)
2. <i>Apologies received and accepted from:</i>	Des Hobson (CB&H PC link), Tim Pizzey (WC Link Officer)
3. <i>Applying for Locality funds</i>	<p>The neighbourhood area of the parish of Coombe Bissett and Homington was formally designated by Wiltshire Council on 7<sup>th</sup> December 2017. A WC Link Officer (Tim Pizzey) has been appointed to the group. Mr. Pizzey declined CC's invitation to attend the meeting but said she could attend their office to ask for advice.</p> <p>AB has prepared (and revised) a schedule of support for the CB&amp;H NP group until the end of March (in line with Locality's current grant programme) to the value of £1260 over a two-month period. This support falls within the following areas:</p> <ul style="list-style-type: none"> <li>• Supporting clear action planning based on Locality grant activity planner Evidence Base Review (attached by CC as supporting documentation)</li> <li>• Questionnaire Development (analysis could follow from April 2018 in next grant period)</li> <li>• Clarifying emerging themes, objectives and drawing up emerging policies (depending on progress made on evidence base review)</li> <li>• Drafting templates for layout and presentation of public-facing NP documents, including the plan itself</li> </ul> <p>The group agreed to proceed to request funds from Locality to the value proposed by AB, as well as additional costs for printing of the questionnaire.</p> <p>The anticipated additional houses by the group was indicated as between 10-15.</p> <p>Additional funds from the Chalke Valley Preservation Society will be released upon granting of any match funding (e.g. Locality) to the value of £1000.</p>
4. <i>Theme for the plan i.e. what do we want the plan to say – this may</i>	This will be determined through the questions in the questionnaire with work led by PC and initial evidence base review.

<p><i>need further discussion by those appointed to work on it</i></p>	
<p>5. <i>How we go about creating the questionnaire</i></p>	<p>AB has supported the Melbury Abbas and Cann NP questionnaire over the Christmas period which is a detailed survey on various local issues, including housing, transport, employment and covers other issues relevant to the plan. This builds on and improves the TisPlan questionnaire and based on comments in its Reg 14 consultation.</p> <p>It was agreed that all potential sites would be given full consideration in the process. Any current development preferences of the group e.g. encourage development within the settlement boundary to avoid ribbon development and to encourage timely delivery of necessary accompanying infrastructure with new development can be tested in the questionnaire.</p> <p><b>PC to review the MA&amp;C questionnaire and amend questions to be locally relevant and highlight other issues that may need to be addressed (e.g. parking issues at school, flooding issues). PC to share with group and AB by the beginning of March. CC will meet with Link Officer to share questionnaire prior to printing [postnote after other attendees left].</b></p> <p><b>The aim is for the questionnaire to be drafted, piloted and finalised by the end of March and sent for printing.</b></p>
<p>6. <i>Evidence base</i></p>	<p>CC raised that it would be useful to delve into the reasons behind the scoring system in the multiple deprivation index, which covers a number of socio-economic factors.</p> <p>AB outlined that evidence will be needed in the following areas and a review of existing documents and data will need to determine any gaps.</p> <ul style="list-style-type: none"> <li>• Housing need</li> <li>• Greenspaces and ownership</li> <li>• Environment</li> <li>• Employment</li> <li>• Footpaths</li> <li>• Community infrastructure – existing and priorities, e.g. recreational areas.</li> </ul> <p>The parish council has requested a Housing Needs Assessment (HNA) to be carried out by WC to support the plan’s evidence base (particularly for affordable housing). The last HNA was carried out in 2011 (published 2012).</p> <p>The questionnaire will also form a key part of the evidence base.</p> <p><b>AL to send AB footpath list. All to send any photos that could be included in the questionnaire (front cover) or the plan itself.</b></p>

<p>7. <i>Communications plan</i></p>	<p>If/when Locality confirms the award of grant monies, a regular slot in The Express will support a strong presence of the plan in the community. Given the high readership in CB&amp;H the group felt it was not necessary to advertise more widely. Other community communication channels include the school, the village hall, the parish website and the shop notice board. The information could also be made available to publications in the Chalke Valley and Odstock/Nunton.</p> <p><b>AL to send CC the logo for the parish plan and CC to amend as necessary.</b></p>
<p>8. <i>Divisions of tasks</i></p>	<p>This will be considered when Locality notify the group of their decision regarding the allocation of grant funding.</p>
<p>9. <i>AOB</i></p>	<p>Alistair attended a meeting where Georgina Clampitt-Dix, Head of Spatial Planning indicated that Salisbury was not expected to accommodate a significant amount of housing. This was being channelled to the north of the county in particular. However there are plans for development on the Southern side of Salisbury and Salisbury itself is going to create an NP.</p>

Meeting opened: 6:30pm; meeting closed: 7:30pm

Draft prepared by AB 28<sup>th</sup> January

Supporting documents – see CC emails dated 18<sup>th</sup> January 2018

- Proposed schedule of work: DinT support to Coombe Bisset and Homington Neighbourhood Plan
- Mixam quotes for printing costs
- Outline Locality Application form
- CB&H Project Planner (to support Locality application)