

NEIGHBOURHOOD PLAN STEERING GROUP MEETING MINUTES

Wednesday 9th November 2022 6.00 PM

1. Apologies: Aster Crawshaw(AC), Lynnie Reed(LR), Christine Cooper(CC)
2. Present: Stephen Gledhill (SG), David Parsons (DP), Tim Mynott(TM), Simon Boxall (SB), Chris Chelu (CCh), Pauline Cullis (PC).
3. Welcome and introductions: new members were introduced to the Steering Group.
4. Update on current position: The work completed by Christine Cooper over the past three years has been extensive and it is thanks to her that the plan is in its current Regulation 14 Draft form. Our thanks must be reiterated for all that Christine has done. Christine has been thanked by the Parish Council who sent her a large bouquet as a sign of the village's appreciation.

In addition SG explained that a Strategic Environmental Assessment (SEA) has been conducted by AECOM on the Draft Plan. Once some minor amendments have been made to the SEA it will sit alongside the Draft Plan through the Regulation 14 consultation. The overall finding of the SEA was that the Draft Plan was environmentally sustainable.

Regulation 14 is when we conduct a formal community consultation. All members of the community and other interested parties (e.g. landowners) will be invited to submit comments on the Plan. Once the Regulation 14 Consultation is completed the process will be as follows:

- Collate and analyse comments on the draft.
- Amend the Plan as necessary.
- Prepare a Consultation Statement showing the process of consultation and how comments have been addressed.
- Prepare a Basic Conditions Statement demonstrating how the Draft Plan is in accordance with national planning regulation and Wiltshire Council planning Policies.
- Ask AECOM to amend the SEA if necessary, in line with the amended Plan.
- Formally submit the Plan and supporting documents to Wiltshire Council. This is known as a Regulation 15 Submission.
- Wiltshire Council will then conduct their own Regulation 16 Consultation on the Plan. The Plan and comments on it will then be subject to an independent examination. At this we may be directed to further amend the Plan.
- With this completed the Plan should be ready to go to a community referendum, and if a majority of those who vote are in favour the Plan will be 'made' and become part of Wiltshire Council's planning policies.

If everything were to run smoothly it should be possible to complete the work and hold the referendum late in 2023.

5. Regulation 14 Consultation:

- (i) Reg 14 Consultation an opportunity to both fulfil the regulatory requirement and also 'sell' the value of the Neighbourhood Plan to the Community.
- (ii) Date of Consultation largely driven by Express publication date. **Decision to hold Consultation Sat 7 Jan 23 to Sun 19 Feb 23.** Therefore, information on Consultation needs to be included in the next edition of the Express (SG).
- (iii) Steering Group responsibilities/actions:
 - Preparation of notices and comments papers for Regulation 14 Consultation. Drafts were circulated (SG).
 - Consultation Paperwork to Statutory Consultees and Landowners (SG).
 - Village Website to be used as primary channel for consultation. (CCh) to investigate most effective way of enabling comments on the Plan to be submitted on-line.
 - Public Meeting to be held on Thu 2 Feb 2023 in the Village Hall. (CCh) to make booking and preliminary arrangements. Detailed Planning for next meeting.
 - Hard Copies of the Plan and Comments Sheets to be available in both Churches. (DP) and (SG) to confirm with PCC.
 - Drop-in Sessions also to be arranged at both Churches Coffee Mornings. Drop-in session at Homington Church confirmed as Sat 14 Jan 23. (DP) to confirm date for Coombe Bissett Church Drop-in Session.
 - Printing of hard copies of the Plan (x6) together comments sheets and posters (TM & DP).
 - (PC) to hold spare hard copies which can be obtained by telephone request.
 - Hard copies of Comments Sheets to be collected in the Shop. (PC) to arrange with Charles May.
 - Village Facebook group(s) to be used to publicise the consultation and public meeting
 - (DP) has blackboards to be used to publicise the consultation and village meeting.
 - Note (CC) has copies of maps that can be used for display and meeting.

6. Date of next meeting **Monday 21st November '22.**