

Bromham Village Plan Steering Group

Minutes of meeting No. 3 held on

Monday 27th November 2017, 7:30pm, Social Centre Committee Room

Present

Jim Butler, Richard Butler, Peter Davey, Tye Lohrenz, Rachel Prichard, Catherine Read, John Schofield, Andy Turner (Chair), Greg Wilkinson, Anna Cuthbert (WC link officer)

Unable to attend

Adam Collins, Pam Thomas (apologies sent)
Stacey Wall – has resigned from the group

STAGE 1 (Scoping) Step 2 (Establish a steering group)

1. Minutes of Meeting 2 on 2nd November
Accepted

2. Matters arising

Owner	Action	Progress
Andy	Contact the Chair of Corsham NPSG to see if he would come to a meeting and to confirm at what stage this would be useful.	Not yet been able to speak to him
Andy	Print a large copy of the parish boundary and the development boundary.	Done
Tye	Draw up a plan for the work needed to get to this point.	Plan circulated, but subject to revision
John	Set up a shared area for the groups documents and sort out access for group members	Done
Richard	Invite Anna Cuthbert to the next meeting	Done
Richard	Send out the set of parish council standards of behaviour / disclosure.	These have been obtained but not yet circulated
Catherine	Set up a Facebook group in readiness for community consultation.	Done

3. Comment/Guidance from Anna Cuthbert (Link Officer) on our route map so far.

Potterne has completed the process, but it took a very long time (4 years).

Learning from Potterne:

- The steering group needs to be focused on where new development should be in the village as this is the core aim of a Neighbourhood Plan. Beware getting side-tracked with other ways in which we might want to improve the village. Pass non-development issues to the parish council rather than include them in the plan.
- Establish early on how we will communicate with village residents and gain their engagement in the process, e.g. encourage people to attend meetings and respond to questionnaires. The main message to communicate is that having a Neighbourhood Plan will help shape the future growth of the village and that no new

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development is not an option – so it is important to engage in helping to decide where such development should be.

- Be clear about where the village development boundary should be.
- Residents need to be canvassed as to their ideas and proposals for development to enable all opportunities to be considered by the steering group.
- Communication is vitally important as in Potterne those who voted against the plan may have not understood the questions raised, so we need to work to ensure everyone is clear about what is being proposed.
- Don't let the process drag on too long – people will lose interest, the needs of the village may change during the process.
- Wiltshire Council will assist, but this isn't their top priority so we need to be proactive in any contact with them.
- Through clear communication ask residents if they have proposals or land they would like to put forward for consideration by the steering group. If so then these can be properly considered by the steering group for inclusion within the NP.
- Potterne engaged an architect to assist. If we do this then it is more important to get someone experienced in the planning process rather than designing buildings.
- Having a neighbourhood plan increases the share of the community infrastructure levy (CIL) that the Parish will receive – There is therefore a financial benefit of making a NP.

We need to register with Wiltshire Council the fact that we are working on a neighbourhood plan.

Action John: Write to Georgina Clampitt-Dix.

Action Peter: to look into what grant funding we could get to help in preparing the NP

STAGE 1 (Scoping) Step 3 (Develop objectives priorities and vision)

4. Andy to update on feedback from contacts on other steering groups

Contact not made as yet.

5. Open forum to Develop
 - a. Objectives
 - b. Priorities
 - c. Vision

Following item 3 above the steering group discussed and agreed the NP as its core purpose should concentrate on potential opportunities for new housing development and a small element of employment development. The group then examined parish and development boundaries. Experience shows that whilst we can propose development anywhere in the parish, in practical terms it needs to align with the wider Wiltshire Core Strategy Development Boundaries and their current review. It was agreed by all that this should be our focus subject to the review of any strong proposals received from residents responding to the survey to be carried out.

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The idea of setting up a housing association /community trust was discussed, with the aim of helping to ensure that existing residents have priority access to new housing. There may be landowners more likely to release land if they can see ongoing benefit to the village and village families. This was agreed as a subject to be considered at a later stage of the NP process.

It was noted there are a number of schemes at the moment to assist first time buyers (e.g. key workers housing schemes, help to buy) if we can work these in then it may help.

6. Consider 'outputs' from item 5 and possible need for sub-groups for targeting specific subjects.

We agreed that the next step is to survey all parish residents for any proposals or areas of interest they feel need to be address (within the objectives of the steering group). The key questions for this survey are:

- Q1. Do you own any land which you would like to see developed?
- Q2. Is there any other land that you would like to propose for development?
- Q3. Are there any particular areas where you would not want to see development?

We aim to ask these in the Parish magazine published late December. With a cut out slip that people can drop off at the village shop by 9th January and an email address for online responses. The aim is for a public meeting late February after we have had a chance to review the responses.

Action Catherine: draw up a description of what we are doing and the questions, for inclusion in the parish magazine. Andy to approve before publishing. Contact Heather Armstrong about getting this in the magazine. Also create email address for possible responses.

Action Richard: to ask the parish council about getting WC to do a new housing needs survey. We could then include the input from this into our planning.

7. Timescale for Step 3

Tye has drawn up an initial plan for this step. This was not discussed in detail, but the following dates were agreed on:

- Survey questions in parish magazine published late December
- Survey responses by 9th January
- Public meeting late February

Other Business

8. Update on 'Facebook' page/profile

The page is being followed by 111 people and there has been a fair response to the questions asked there. Catherine has provided a summary of the responses so far. We should add a post to say that we are putting some questions in the parish magazine.

9. Review protocols for release of information, consultation and handling of miss-information

Action John: Post the previous minutes on the village web site

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Action Richard: Send the parish council rules of engagement to Andy and John for distribution.

10. Time and date of next meeting

Monday 15th January 19:30 **Action John:** book room

11. Any other business

Two more people have asked if they can join the steering group. Both have relevant skills so all agreed that we should invite them to join us. **Action: Andy** to send them invitations to join.