

Neighbourhood Plan Steering Group Meeting

Southwick Village Hall at 7.30pm. Tuesday 30th April 2019

Minutes

ATTENDEES: Cllr Eaton (Chair), Cllr Noble, Cllr McCaw, Alison Jackson, Janet Player, Joan Jones, Barbara Johnson.

APOLOGIES. Cllr Curry, Aaron Smith

HEALTH AND SAFETY – Notice issued.

DECLARATIONS OF INTEREST. – No declarations received.

MINUTES FROM PREVIOUS MEETING - Minutes from previous meeting agreed and signed off

CONSULTANTS UPDATE: Draft Call for Sites Proforma reviewed and unanimously approved. Consultants request for Instruction discussed and unanimously approved.

NDP OPEN PUBLIC FORUM 24/25 MAY - Chair to form a Working Party to determine the following:

1) Aims of the Public Event:

The original intention was to host an event that would attract greater numbers of Steering Group members.

However, given the time available to prepare for the event and the position we have been placed due to delays beyond our control and Wiltshire Council's Bat Mitigation Strategy we need to focus on:

- a. A public Information Share Exercise.
 - Include an outline of 'Where We Are with Southwick's NDP
 - Outline of the major difficulties we have experienced, including the long delay getting through WC's Screening process, WC's Bat Mitigation Strategy and change of Consultant.
 - Current Plan to Reg 14 and key future project milestones.
- b. To encourage more residents to take part in the Steering Group.

2) Display Boards:

Josh confirmed that these are available and now in his garage awaiting use.

Action: Josh to confirm size of display board and 'pinability' of board surfaces.

3) Documents to be made available:

- I. Published Documents.
 - a. Housing Needs Survey
 - b. Landscape Setting Report

Action: John to refer to Aaron regarding availability of other updated documents.

- II. Maps - We already have the following maps available.
 - a. Southwick's Designated NDP Area map.
 - b. SHELLA Map from WC
 - c. Flooding & Surface Water
 - d. Ecology
 - e. Public Rights of Way
 - f. Landscape Setting
 - g. Heritage Map
 - h. Majority of Site Survey Maps

Action: All - Printing of the above to be organised.

Action: John to source Wiltshire Area NDP Stage Plan and arrange printing of same.

Action: John to engage Sophie Davies and request missing Site Survey Maps for 315,327, 3341 and new '6' series sites from the Southwick SHELLA Map

Note: Aaron has already confirmed that Fowlers will facilitate printing of anything needed above A4 size.

III. Leaflets & Takeaways:

- a. What is a Neighbourhood Plan
- b. Where We Are.
- c. Objectives & Vision of our NDP
- d. Community Lead Housing
- e. Do you want to join the Steering Group
- f. Q&A's

Action: Items a to c need to be created or sourced and quantities printed. John & Barbara.

Action: Josh to arrange printing of d&e above with a view to undertake further printing as necessary.

Action: John to speak with North Bradley regarding (f).

IV. Data Capture on the day:

A Visitor Sheet needs to be produced and clip boards sourced so that visitor details can be captured.

Action: All

V. Publicity.

- a. **Posters:** All agreed that at least 6 posters needed to be produced and distributed at around strategic sites of the Parish.

Action: Barbara to source Posters used to publicise the May 2018 Public Consultation Event to see which elements can be re-used.

- b. **Entry Graphic** – something to depict Southwick at its best, (wildlife, heritage, etc.) that people can relate to will help draw them to the event.

Action: All to provide material/ideas for this.

- c. **Social Media.** Can we launch a Facebook page?

Action Josh to research and advise. John to speak with Ben Sansom.

d. Local Press.

Action: Barbara to engage Wiltshire Times

e. Local Radio.

Action: John to engage BBC Wiltshire

VI. Refreshments:

Action. John to source ingredients to facilitate Teas & Coffees

Action: Josh to provide a supply of Flapjacks over the two days.

AOB - Nothing raised.

Meeting closed 8:53pm

Date of next meeting TBC