

## Appendix A2

### Meetings with Wiltshire Council

A number of meetings were held with members of Wiltshire Council both before starting and during the preparation of the Neighbourhood Plan (NP). These meetings were attended by members of the Steering Group and, in some meetings, by other members of the Parish. Agenda, where applicable, together with minutes, or notes of the meetings are available in this Appendix (Appendix A2)

A summary of these meetings is as follows.

Date	Present	Purpose
30.05.2013	S.Killane(Wilts.Council),Parish Councillors; S.Jevons, H.Cole,R.Hughes, P.Worthern,D.Butcher,A.Scott,S.Webb. Parishioners;J.McGrath,J.Pentherick, C.Blount	To seek advice from Cllr Killane about the need for a NP and how best to proceed with preparation.
18.10 2013	T.McCombe (Senior Planning Officer-Economy Wilts.),J.Foster (Planning Officer Wilts). T.Sturgis (Wilts). Parish Councillors;D.Butcher,M.Hourigan,A.Scott, H.Cole,S.Jevons. Parishioner,J.Mcgrath	To meet formally our designated NP Link Officer,J.Foster and to gain further advice on.In particular, number of houses needed in line with the core strategy, need for housing assessment, confirmation of current "settlement boundary"
!9.02.2014	J.Foster (Link Officer),Parish Councillors; S.Jevons ,M.Hourigan, S.Webb. Parishioner; A.Gregson	Further advice on Housing Needs Survey, Example NP document, grants, public consultation.
13.05.2014	J.Foster (Link Officer),C.Roe(Senior Planning Officer) Neil Tiley (Planning Officer),Steering Group;J.Mcgrath, M.Hourigan,A.Gregson,S.Jevons	Definitive figure of number of houses Required. Date of finalisation of Core Strategy, do we need to review settlement Boundary? Can we contact landowners? Will Startley be included in House allocation?
10.07 2014	J.Foster (Link Officer),Steering Group; L.McGrath,M.Hourigan,A.Gregson,S.jevons	To discuss the content of the presentation proposed for the NP public meeting to be held on July 17 <sup>th</sup> in Great Somerford.
12.11.2014	H.Totz (newly assigned Link Officer to replace J.Foster) C.Minors (Senior Planning Officer)	To discuss process and progress of the NP. A brief power point

	Steering Group J.McGrath, M.hourigan,A.Gregson,S.Jevons.	presentation of the NP to date was provided by the SG prior to the meeting.
22.10.2014	Cllr. T.Sturgis, Steering Group;J.McGrath,S.Jevons.	To obtain advice on the emerging NP for Great Somerford Parish.
23.03.2015	H.Totz9Limk Officer),J.Proyer (Planning Officer) Steering Group;J.McGrath,A.Gregson,S.Jevons.	To review the draft of the NP and to establish how to proceed with formal consultation.
20.08.2015	Steering Group,H.Totz,T.Sturgis,C.Gibson,L.Tilsed,C.Ridgwell,	To review various aspects of the draft NP and to discuss next steps.

# Great Somerford Neighbourhood Plan

## Meeting

20<sup>th</sup> August 2015  
Wiltshire Council Offices  
Langley Room, Monkton Park  
Chippenham

## Agenda

1. Welcome and introduction
2. Events leading up to the current stage in the plan making process
3. SEA requirements
  - a. What is an SEA?
  - b. SEA and neighbourhood planning
  - c. SEA screening opinion consulted on by Wiltshire Council
  - d. Effects of the plan on heritage assets
  - e. Other environmental aspects (water, ecology)
  - f. SEA templates
4. Site selection methodology
  - a. Scope for revision of the site selection methodology
  - b. Consideration of environmental aspects
  - c. Justification for shortlisted sites
  - d. Helpful material Wiltshire Council can provide
5. Broadfield Farm
  - a. Site proposal
  - b. Correspondence and matters raised by Gleeson's
  - c. Wiltshire Council position
  - d. Consideration as part of the site selection process
6. Next steps
7. AOB

**Sid Jevons**

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**From:** "Totz, Henning" <Henning.Totz@wiltshire.gov.uk>  
**To:** "Totz, Henning" <Henning.Totz@wiltshire.gov.uk>; "Sid Jevons" <sid.jevons@btconnect.com>; "john mcgrath" <jbmcgrath99@gmail.com>; "mel" <melvynmjh@hotmail.co.uk>; "Tilsed, Louise" <Louise.Tilsed@wiltshire.gov.uk>; "Gibson, Carolyn" <Carolyn.Gibson@wiltshire.gov.uk>; "Ridgwell, Caroline" <Caroline.Ridgwell@wiltshire.gov.uk>; "Sturgis, Toby" <Toby.Sturgis@wiltshire.gov.uk>  
**Cc:** "Way, David" <David.Way@wiltshire.gov.uk>  
**Sent:** 20 August 2015 12:15  
**Attach:** Neighbourhood Development Plan Submission Checklist.docx  
**Subject:** RE: Great Somerford NP meeting  
Dear All

Thanks to you all for attending today's meeting. I have summarised the actions below:

- Louise to share Historic England's comments on Wiltshire Council's SEA Screening opinion, and responses from Natural England and the Environment Agency
- Historic England to provide advice on the assessment of heritage assets in a revised site selection methodology following Louise's meeting with David Stuart (HE)
- Steering Group to then revise site selection methodology and to undertake assessment of allocations in terms of their effects on heritage assets, in line with HE advice
- Site assessment outcomes to be reviewed by myself and Caroline
- Provided no revisions are required the evidence is to be shared with Historic England to review their position on SEA requirement
- If objection is withdrawn Wiltshire Council will issue an SEA Screening Opinion confirming that no SEA is required
- Site selection background paper to describe how all site submissions were considered; how the steering group arrived at a number of reasonable alternative sites; and how they then were subjected to the detailed assessment matrix ; and outcomes described in more detail than to date
- Local Green Spaces chapter to be revised. Steering Group to clarify if Local Green Spaces designation is to be used and sites to be assessed against para. 77 in the NPPF. Site description and justification to be provided in the plan for allocating these sites.
- Plan to be revised incorporating all comments received from officers and through consultation.
- Revised plan to be shared with council officers to see if there are any further matters requiring attention
- The steering group could then run another consultation under Regulation 14. I would advise to do so in order to present the revised site selection methodology and outcomes, any further revisions of the plan and ensure that all statutory consultees under Schedule 1 of the Neighbourhood Planning Regulations were consulted for the required 6 weeks (they were notified by Tony Gregson several weeks into the last 6 week consultation).
- Or submit the plan following parish council resolution. The steering group has received a checklist which should be used before submitting the plan to Wiltshire Council. It is attached again for reference. We can discuss the checklist whenever you wish.

Please get back to me should you have any questions.

Regards  
Henning

Henning Totz  
Senior Planning Officer  
Economic Development and Planning  
Wiltshire Council | County Hall | Trowbridge | Wiltshire | BA14 8JN  
email: [Henning.Totz@wiltshire.gov.uk](mailto:Henning.Totz@wiltshire.gov.uk)

28/09/2015

Telephone: 01225 718461

**From:** Tutz, Henning  
**Sent:** 19 August 2015 15:03  
**To:** 'Sid Jevons'; john mcgrath; mel; Tilsed, Louise; Gibson, Carolyn; Ridgwell, Caroline; Sturgis, Toby  
**Subject:** Great Somerford NP meeting

Dear All

Please find attached an agenda for tomorrow's meeting. I've broken the items down to show what we should cover as part of the discussion.

See you all tomorrow.

Regards  
Henning

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28/09/2015

## GS Neighbourhood Plan Steering Group

Meeting with Wiltshire Council at Monkton Park on 23 March 2015

Present: Sid Jevons, John McGrath, Tony Gregson (SG)

Henning Totz & James Prior (Wiltshire)

1. The primary purpose of the meeting was to review the draft of the NP document and to establish how to proceed with formal consultation.
2. Just before the meeting Wiltshire had supplied a draft NP format and this was discussed in conjunction with the parish's latest draft. The format is not mandatory but the GS draft format is not significantly different and it will be possible to reformat it accordingly.
3. Wiltshire placed great stress on "policies", saying the draft did not contain any. There was difficulty determining what "policies" really mean in this context but it appears to be a statement of intention in respect of each proposed development site and open space. Included in the policy will be supporting statements on aspects such as access, screening, building type, etc.
4. The plan must contain a description of the site selection (incl scoring) process.
5. Wiltshire said that it is important that the plan contains reference to reports on environment, habitat and flood risk. It agreed that the council would undertake these after production of the final draft but before the formal consultation.
6. The plan should state how the proposed number of 33 new dwellings (incl 12 affordable) was arrived at. It should also state that the already-approved Brook Farm dwellings must be discounted. Wiltshire confirmed that it was county policy to go ahead with the 40% guideline notwithstanding recent announcements on the subject.
7. There is no need for the plan to address the Human Rights Act.
8. Formal consultation must be with all "stakeholders", not just the parish and Wiltshire. To this end Wiltshire will send the SG a list of all those bodies, including their relevant contact points. Landowners who have offered their land for prospective development should be specifically addressed. All consultation details (including informal consultation) must be contained in a separate file as an annexe to the plan. The body of the plan should contain only a limited summary. The formal consultation may be via electronic means (save for hard copies for display in the village). When formal consultation is undertaken all stakeholders must be given the final date for responses. Such responses must identify the person or body before the inspector will consider them.
9. Wiltshire made reference to several entries in the draft over which the SG/parish had no control (e.g. broadband and bus services). These should be removed.
10. The plan must contain reference to review periods for monitoring progress. It is up to the Parish Council to decide on this but it is suggested that annual reviews at the end of each financial year might be appropriate.

**Sid Jevons**

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**From:** "John McGrath" <jbmcgrath99@gmail.com>  
**To:** "Sid Jevons" <sid.jevons@btconnect.com>  
**Sent:** 23 October 2014 14:56  
**Subject:** Re: Draft notes from tthe meeting with Cllr. Sturgis October 22nd. 2014

Sid,

Spot on. You covered all my point and more!

On 23 October 2014 11:02, Sid Jevons <sid.jevons@btconnect.com> wrote:

Morning John,

Here are draft notes from our meeting last night. Please add/change as you feel appropriate. Could you send the amended version to Toby as I am not sure that I have his correct email address.

I have used the tern "Parishioners" rather that "villagers" as the NP is supposed to cover the Parish---we should decide on which term we use when preparing the NP itself.

Best regards,

Sid.

Notes of the meeting between Cllr. T Sturgis (TS),J. McGrath(JM) and S. Jevons(SJ)

Time and venue: Wednesday October 22nd 2014. 7.00pm to 8.20pm. at home of Cllr. Sturgis

Purpose of meeting: To discuss with and obtain advice from TS on the developing Great Somerford and Startley Neighbourhood Plan (NP)

Drawing from his experience of observing other NPs in their various development stages the following advice was offered and/or questions from JM and SJ discussed.

- Terms of Reference(TOR) should be agreed between the Parish Council(PC) and the NP Steering Group. JM to prepare a draft TOR for consideration by the PC. It was noted that the PC had previously resolved that SJ form a Steering Group and prepare the NP.
- The comments provided by Parishioners at the two public meetings held in September will be put in order of frequency to facilitate analysis.

- Critical points from the above comments should be discussed with relevant landowners to seek possible mitigation of identified issues.
- It is better to suggest ways of mitigation rather than simply stating that any issues will be addressed at the planning stage, should the proposal reach this stage.
- Landowners must be able to assure deliverability of proposed developments.
- Those areas where Parishioners have said they want to be left free of development have been recognised and identified as Protected Areas (PA) on all maps shown at public meetings and that are on the website. In turn, this has guided the consideration of areas for proposed development (areas designated as NP in all maps presented at public meetings and that are on the website)
- The type of dwellings should be in line with the results obtained from the results of the Parish questionnaire and the Wiltshire Housing Survey previously conducted. Smaller starter homes for both the open market and association/rental properties together with similar accommodation for elderly residents were most requested.
- Terms used in the NP should be in line with those used in the Wiltshire Core Strategy. A simple glossary of terms should be included in the NP.
- The Wiltshire Core Strategy should be finalised early next year and it is likely that the number of dwellings required in Great Somerford will be in the region of 30 to 35 but this is not yet fixed and it is advisable to incorporate an overage of, say, 10 percent.
- The Core Strategy requires that the required number of houses are built by 2026. The timing of development of the various proposed sites should be considered in the NP; those most favoured by the Parish to be built first.
- Means of conducting the Parish consultation were discussed; website, hard copies in the community room, shop, church to be considered, All Parishioners to be informed by letters as has been done with public meetings. It was considered that our method of informing about public meetings had been more than adequate.
- Transport is not an issue that needs to be raised in the NP but facilities high speed broadband should be included.
- Funding will be needed in the very near future for preparation materials for the public consultation and for any consultants that need to be employed. There are funding bodies available and TS will look into this.



**Sid Jevons**

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**From:** "Sid Jevons" <sid.jevons@btconnect.com>  
**To:** <chris.minors@wiltshire.gov.uk>; "Totz, Henning" <Henning.Totz@wiltshire.gov.uk>  
**Cc:** "John McGrath" <jbmcgrath99@gmail.com>; "A GREGSON" <gregsontony@btinternet.com>;  
"Melvyn Hourigan" <melvyn.hourigan@btconnect.com>  
**Sent:** 18 November 2014 09:50  
**Attach:** Draft notes of the meeting between Wiltshire Council and the Great Somerford NP Steering  
Group November 12 2014.doc  
**Subject:** Draft notes of the meeting between Wiltshire Council and the Great Somerford neighbourhood  
Plan Steering Group November 12th 2014

Dear Henning,Chris,

Firstly,on behalf of the Steering Group many thanks for your time and constructive advice last Wednesday.

Please find attached draft notes of that meeting for you to review and amend as you feel appropriate.

Best regards,

Sid.  
01249 720346  
07859 941367

Draft notes of the meeting held on Wednesday November 12<sup>th</sup> 2014 at County Hall, Trowbridge.

Purpose of meeting: The meeting was called by the Great Somerford Neighbourhood Plan Steering Group to discuss progress and processes to date and to clarify certain issues. The meeting started at 3.00pm and concluded at 4.30pm.

Present: Henning Totz , Chris Minors (Senior Planning Officers, Wiltshire Council), John McGrath, Mel Hourigan, Tony Gregson, Sid Jevons (Members of the above Steering Group)

- A brief outline PowerPoint presentation of the Neighbourhood Plan (NP) to date was given and an electronic copy provided. One hard copy plus an electronic copy will be needed for Wiltshire Council when the Draft NP is produced.
- Funding. A new round of Government funding has just been released and up to £7,500 can be applied for. Application should be done as soon as possible.
- The need for consultancy work on the proposed sites is considered to be unlikely.
- The NP Steering Group site scoring should provide details of how these scores were determined.
- In the NP, documentation such as minutes of meetings, correspondence from villagers and others will form part of the consultation document to Wiltshire Council.
- The NP should be concise and no great details of development plans are required.
- Any changes to the settlement boundaries can be incorporated into the NP.
- It was confirmed that for developments of four or less houses, there is no requirement for Affordable Homes. For developments of five or more houses there is a requirement for 40% of the development to be Affordable Homes. There are certain conditions that could result in the figure of 40% being reduced but this is not thought to be the case in Great Somerford.
- The recently conducted Wiltshire Housing Needs Survey for the Parish of Great Somerford will give guidance regarding the number and size of dwellings that should be considered.
- The density of development must reflect local circumstances. In rural areas, 30 to 35 houses per hectare is considered appropriate.
- The NP will state that new dwellings should primarily be for current residents of, or those wishing to return to, Great Somerford; or people with a strong association such as relatives in Great Somerford.
- A total of around 25 to 30 houses appears to be acceptable to the community. The housing needs survey referred to above identifies the need for eleven affordable homes. This correlates with formula of 40% affordable homes for developments of five or more dwellings.
- The SG should not feel too constrained by the ratings given by parishioners but should balance them with our own view of what is achievable and desirable.
- Certain areas can be protected from development but there are criteria that must be met. Dog walking is not a valid criterion. Details of the necessary criteria will be forwarded to Sid Jevons.

The meeting ended at 4.30 pm with thanks from the NP Steering Group.

**Sid Jevons**

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**From:** "Sid Jevons" <sid.jevons@btconnect.com>  
**To:** "Melvyn Hourigan" <melvyn.hourigan@btconnect.com>; "A GREGSON" <gregsontony@btinternet.com>; "John McGrath" <jbmcgrath99@gmail.com>  
**Sent:** 15 July 2014 13:00  
**Attach:** Proposed Development Sites Great Somerford Model (1).pdf; NP open meeting.doc  
**Subject:** Fw: Great Somerford incorporating Startley Neighbourhood Plan Meeting

Dear All,

Please see the notes of our meeting with Jo Foster.

A meeting was held, at our request, with Jo Foster on July 10th. at 10.00am in the Wiltshire Council offices, Chippenham.

Present: Jo Foster (Planning Officer), Mel Hourigan, Tony Gregson, Sid Jevons. John McGrath sent apologies.

The purpose of the meeting was to discuss the content of the presentation for the NP Public Meeting to be held in Great Somerford on July 17th. at 7.00pm in the hall of Walter Powell school.

Jo agreed with the proposed agenda and content of the presentation.

Specific comments on the agenda items were as follows.

Items 5 and 6---SHLAAs were discussed. These were lodged some time ago (Specific dates not discussed) and do not indicate that building on these sites will be approved. No planning applications have been made for any of these sites. We discussed that some of these SHLAAs were on sites that the villagers had said, in our local survey, were not acceptable for building. This being the case, these areas will be marked as "protected areas" in the public presentation.

item 8---it was confirmed with Jo that Startley is designated as "open countryside and outside of the settlement hierarchy" No new building is planned in Startley.

Other points discussed were--we will need to obtain a Planning Officers opinion once sites are agreed.

Housing numbers per site are needed. Jo will send details of official housing density figures.

A vision statement is needed and will be produced and sent to Jo for comment.

Other groups that we will have to consult are;  
Wiltshire Council's Housing Register  
Strategic Housing Market Assessment (We have already consulted)  
Allocation Staff who manage the Register.

Meeting ended at approximately 12.00 noon.

Best regards,

Sid.

----- Original Message -----

**From:** [Melvyn Hourigan](#)

**To:** [Joanne Foster](#)

**Cc:** [Sid Jevons](#) ; [Tony Gregson](#)

**Sent:** Tuesday, July 08, 2014 9:56 AM

**Subject:** Great Somerford incorporating Startley Neighbourhood Plan Meeting

Hi Jo

Please find attached our proposed agenda and plan detailing the various suggested development sites that we intend to use as a basis for our open meeting on Thursday 17th July next.

I would add that some of the suggested sites are awaiting approval by the land owners and their agents.

I look forward to meeting you at Monkton Park this next Thursday.

Kind regards

Mel Hourigan

Notes of a Neighbourhood Plan meeting at County Hall, Trowbridge on Tuesday May 13<sup>th</sup>. 2014 at 2.00 pm.

Present; Jo Foster (Planning Officer), Neil Tiley (Planning Officer), Chris Roe (Senior Planning officer), John McGrath, Mel Hourigan, Tony Gregson, Sid Jevons.

1. Clarification of the number of new houses required in the Parish of Great Somerford (incorporating Startley) was requested.

The definitive figure will depend on several factors such as the final Wilts. Core Strategy and the numbers taken up by other villages in our area—not necessarily only “large villages” as currently defined. The best estimate is that 32 houses are needed. Of this number, 17 have already been built (or approved) leaving 15 required. However, the proposed Brook Farm development of 30 houses will count towards the required total, which means that Great Somerford has already exceeded the required total. Nevertheless, this does not mean that we should not consider further development, particularly of affordable homes, as the preliminary review of the local questionnaire indicates are needed. Further information will also be obtained from the ongoing housing needs survey.

2. The core strategy will probably be finalised and approved in Autumn 2014

3. Should we review Settlement Boundary (SB)?

This should be reviewed and a number of areas were pointed out that should come within the SB. Regarding the Free Gardens and allotments, changing the SB to exclude these areas from development might prove difficult, as this is excluding, rather than including potential areas for development. However, there may be a covenant on the land which prohibits development. In any case, the land is held within a Charity and

it is extremely unlikely that permission to develop would be given. The Charities Commission will be consulted.

4. Landowners in Great Somerford have put forward land for development both in the past and in a recent review conducted by Wilts. Council. Information can be found on the Strategic Housing Land Availability Assessment (SHLAA) which Chris Roe will forward the link and will provide a map of these sites in Great Somerford. We are free to contact both landowners and developers in respect of potential development.

4 Startley is considered as countryside and any development would need to comply with the Rural Exemptions Policy detailed in the Wilts. Core strategy.

5 Our hosts were thanked and the meeting ended at 3.00pm.

**GREAT SOMERFORD PARISH COUNCIL**  
**NEIGHBOURHOOD PLAN MEETING HELD**  
**19<sup>TH</sup> FEBRUARY 2014 AT MONKTON PARK CHIPPENHAM**

Attendance: Ms Jo Foster Wiltshire Council, Gt. Somerford Parish Councillors S Jevons and M Hourigan, Clerk Sue Webb and T Gregson.

The purpose of the meeting was to gain assistance from JF on the way forward in starting the NP.

A NP is a new way for local communities to decide the future of the places where they live and work. Once a plan has been approved, the local community has the permissive rights (powers) to authorise agreed development and also reject applications which are not consistent with the approved plan. NPs will be consistent with the County Core Strategy, which will define for example, the number of new houses to be built by 2026 in each community.

SJ asked if it was necessary to have a Housing Needs Survey done as one was done in 2008. It was agreed that it would be beneficial to request an up to date survey. Since the 2008 survey there have been several new houses built including the Guinness Trust development which has seven rented homes. The Brook Farm development was agreed some years ago and also contains affordable homes.

The NP will cover the Parish and not just Great Somerford - it was noted that Startley is open countryside and will not, in all probability, have further housing development. NOTE: Since this meeting, contact has been made with a member of Wilts. Council New Housing Department and the Parish Council (PC) is currently being consulted regarding this issue.

If agreed by the PC, Wilts. Council will undertake the Survey at no cost to the Parish.

SJ asked if it was necessary to have a Strategic Environmental Strategy. JF felt that if it will make a difference to the environment yes - however, was not sure if Great Somerford would need this so she agreed to research this and let us know - **ACTION**  
**JF**

It was agreed that possible development sites should be carefully chosen - i.e. in relation to school, services, shop etc.

The Housing target for the Malmesbury surrounding area is 152 - this is not to include Malmesbury itself and this number would, therefore, be divided between the surrounding villages which would mean approximately 20/30 dwellings in each. It was noted that the requirement for affordable housing is 40% of the total development and applies to developments of 5 or more dwellings. This is to be reviewed by the Government as developers are finding it difficult to make this figure viable. JF agreed to provide the definition of affordable housing - **ACTION JF**

With the production of a NP it may mean that the Framework Boundary could be moved for a favoured development site.

Grants to assist with producing a NP are available - A website 'Community Rights' would hold information - also the DCLG have set up grants of up to £7,000 to help communities undertake a NP.

JF suggested that more consultation with the community is necessary - hold a public meeting with boards asking '*what do you wish for*' '*what don't you want*' '*what do you think is needed*'

There are NPs prepared by other villages on the W C website.

It could take up to two years to produce a NP - this is widely due to the many consultations required.

The way forward:

- Look into the necessity of a Housing Needs Survey
- Obtain an example of a NP - JF to send link.
- Arrange a NP public meeting
- Enlist more members of the group.

Sue Webb  
Parish Clerk  
Great Somerford (Incorporating Startley) Parish Council

20<sup>th</sup> February 2014



Notes of the Neighbourhood Plan (NP) Meeting held on Friday October 18<sup>th</sup> <sup>2013.</sup> in the Community Room Great Somerford.

Present: Tim McCombe (Senior Planning Officer-Economy), Joanna Foster (Planning Officer), D. Butcher, M. Hourigan, J. McGrath, A. Scott, T. Sturgis, H. Cole, S. Jevons.

The purpose of the meeting was to seek advice on the design and construction of a NP for the Parish of Great Somerford (incorporating Startley). Other than this, there was no formal Agenda.

Tim McCombe (TM) and Joanne Foster (JF) had kindly agreed to attend to help in this matter.

After some discussion on the reasons and need for a NP it was agreed that a NP should be prepared. The main purpose of the NP is to give residents a say in the future development of their village. Development means not only future housing but the whole structure of the village to include open space, retention of the school, shop and pub etc. Startley will also be included in the NP although there is a restriction on future building in this village.

The NP must be in line with the Wiltshire Core Strategy (CS) which is nearing completion. At present the CS requires in the region of 135 new houses to be "shared" between five of the largest villages in the Malmesbury community area; these are Great Somerford, Ashton Keynes, Minety, Sherston and Crudwell. No doubt the building of new houses in Great Somerford will be the main issue of concern for villagers and we will not be allowed to prevent this, but having a NP will allow us to influence where they, and to some extent how many, are built. The timescale for the above new builds is between 2006 and 2026.

There are a number of items we need to address in the first instance;

- 1) Establish where exactly the "red line" for Great Somerford is drawn. JF will forward the latest version to SJ and to TS.
- 2) The number of new houses includes those built since 2006 and those with planning already approved. It does not include the Brook Farm development.
- 3) Establish whether a housing assessment for the Parish needs to be undertaken.

There are guidelines for the development of NPs on the Wilts. Website and Malmesbury and Sherston are in the late stages of their relative NPs. The Sherston NP is probably more relevant and can be found at <http://www.sherston.org.uk/sherston-neighbourhood-plan.html>

Wilts. Council will be helping us in construction of the NP, our contact being JF.

It was agreed that would establish a working group and arrange a meeting in the very near future. (SJ to arrange)

## NEIGHBOURHOOD PLAN - GREAT SOMERFORD & STARTLEY

### NOTES OF MEETING WITH SIMON KILANNE AT WALTER POWELL SCHOOL ON 30<sup>TH</sup> MAY 2013 THAT COMMENCED AT 7PM

Those present - Wiltshire Councillor S Killane, Great Somerford Incorporating Startley Parish Councillors - S Jevons, H Cole, R Hughes, M Hourigan, P Worthen, D Butcher and A Scott. Parishioners J Pentherick, J McGrath and C Blount. + Sue Webb Clerk to the Parish Council.

#### Purpose of the meeting

Cllr Jevons chaired the meeting and introduced Wiltshire Councillor Simon Killane. Simon has taken the lead in the drafting of the Malmesbury Neighbourhood Plan. Simon was invited along to this first meeting to give advice and to answer some questions on the drafting of a Neighbourhood Plan.

1. Do we need a Neighbourhood Plan (NP) - The answer was quite firmly yes. SK spoke on the changing of planning policy. A NP would become a Planning Policy Document which will be consulted by Wiltshire Council when deciding on planning applications relating to the parish. The group would need to focus on certain tasks that would relate to the parish. It was noted that the Parish Council had already, some years ago, prepared a Design Statement that would be of use in the drafting of a NP. There are requirements that would need to be adhered to and these requirements would depend on the structure of the plan. The Malmesbury NP may be used as a guide.
2. Should the NP cover the parish (including Startley) or Great Somerford and Startley as separate plans - SK advised that any plan should include Startley as Startley is part of the parish - therefore one plan to cover Startley and Great Somerford. As Startley may be more vulnerable to possible building sites it would possibly be necessary to carry out a Strategic Assessment to identify possible strategic sites. This is one of the requirements of a NP. It would be wise to do as much work as possible within the group but it will probably be necessary to hire professional consultants along the line.
3. Who should be involved in the NP - A Steering Group (SG) would need to be formed consisting of - Parish Councillors, school reps, Arkell's Brewery reps, local residents, community groups, local organisations and businesses. The limit for members of the SG is 21.
4. Where do we start - Need to pass a resolution through the Parish Council to support the drafting of a NP. Need to group together interested parties, decide who will steer it, draft Terms of Reference, delegate who does what-- playing to member's strengths.
5. Perceived content of a NP - This would depend on what is important to the parish. It was noted that there are some open space green areas in Great Somerford that would be favoured to keep. Area of potential development would be another issue. Community Assets can be listed. However, this would be up for discussion by the SG.