

<u>Agenda Item No</u>	Virtual Meeting of the Royal Wootton Bassett Neighbourhood Plan Working Group Held on Thursday 24th June 2020 at 7pm	<u>Action by</u>
1.	<p>WELCOME & VOTE FOR CHAIR</p> <p>Councillors; David Bowler, Steve Bucknell, Paul Heaphy, Eve Silvester, Jenny Stratton, and Steve Walls. Officers; Johnathan Bourne, Michelle Temple & Gill Welsman-Clarke</p> <p>It was agreed that Cllr Walls would chair this meeting only. When full members [including those, who had already expressed interest and any new members of public joining] met for the first time, a chair will be voted on then.</p>	
2.	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies were received from Councillor Mike Leighfield.</p>	
3.	<p>DISCUSSION ON REPORT FROM ADMINISTRATIVE SERVICES OFFICER, GILL WELSMAN-CLARKE (Appendix A)</p> <p>Discussion on the next steps in the report resulted in: -</p> <ol style="list-style-type: none"> 1) The scope of work - It was agreed a new plan was required. 2) Appointment of professional services – to be determined in the next agenda item. 3) Relationship with Wiltshire Council Spatial Planning officer in respect of Local Plan Review and Neighbourhood Plan – at Full Council meeting on 11th June, Cllr Bucknell & the newly appointed Chair of Planning, Cllr Walls were agreed as the representatives for the council in this matter. <p>Cllr Silvester suggested an evaluation of the processes in making the current Neighbourhood Plan be carried out, to apply any lessons learnt to the Review. This was agreed to be done in parallel, to ensure no delay of the review process. Previous Steering Group members; Cllrs Mike Leighfield (Chair). Steve</p>	

	Bucknell, Mike Farrow, Marion Sweet, Johnathan Bourne & Michelle Temple.	
4.	<p>DISCUSSION ON QUOTES OBTAINED (Summary & Quotes)</p> <p>5 quotes were received. Each company were analysed on their merits and shortcomings. The preferred company was DLP Planning Ltd.</p> <p>To ask DLP Planning Ltd to provide indicative costs for various option in respect of Stage B. Also, what support they provide in securing financial support available through Locality to assist with the plan-making process.</p> <p>01.07.20 Email sent to DLP Planning, their reply circulated on 2nd July.</p> <p>As Johnathan has authority to spend monies up to £10,000, against the £12,000 budget for the review, it was agreed to appoint DLP Planning Ltd.</p> <p>09.07.20 DLP Appointed after reference checks</p>	<p>GWC</p> <p>GWC</p>
5.	<p>EXPRESSION OF INTEREST GROUP</p> <p>3 people have expressed interest in joining the group; Katherine Wilson, Roger Rowthorn, Mark Batterham.</p> <p>The question on whether to widen the audience to join the working group was discussed, in particular encouraging younger people to be involved. Any suggestions to be forwarded to Gill.</p> <p>No decision was made on the limit of the number of members on the working group.</p> <p>It was agreed to update the councils' social media, calling for new interest in joining the working group.</p> <p>21.07.20 Agreed at meeting with DLP, to work together on this. 04.08.20 Poster added to website, facebook.</p>	<p>All to note</p> <p>GWC</p>

6.	<p>NEXT STEPS To arrange the following:</p> <ol style="list-style-type: none"> 1) A meeting between members and DLP Planning Ltd, prior to the setting up the following meeting. 21.07.20 Meeting held. 2) The next NWPG meeting, inviting those who have expressed interest, any new members & DLP Planning Ltd. 29.07.20 Meeting held. 3) A meeting of Wiltshire Council Spatial Planning Officers & Cllrs Steve Walls & Steve Bucknell. 21.07.20 At meeting it was agreed DLP to arrange. 4) A meeting of members who sat on the previous NP Steering Group to carry out an evaluation process. 28.07.20 Meeting held. 	GWC to arrange all
7.	<p>THE FUTURE OF NEIGHBOURHOOD PLANS IN WILTSHIRE – Zoom meeting held on Wednesday 17th June 2020</p> <p>Cllr Walls was interested in the group’s thoughts in respect of the proposed actions outlined in his report. Members were not clear in understanding the benefits to the actions proposed. They would need to see a copy of the letter drafted by Malmesbury Town Council to decide. Cllr Walls to chase. 30.06.20 Meeting notes, letters, attendees contact info circulated. 13.07.20 Email circulated for comments/observation on circulated letters.</p> <p>However, members welcomed the suggestion to contact Lydiard Tregoze. 29.07.20 At the meeting Cllr Walls advised he had contacted Lydiard Tregoze.</p> <p>The next meeting of the group would be in 3 weeks’ time, Cllr Walls planned to attend. 22.07.20 Cllr Walls attended a follow up meeting.</p>	SW GWC/SW

8.	<p>DATE OF NEXT MEETING</p> <p>To Be Advised 29.07.20 Meeting Scheduled.</p> <p>It was deliberated on reviewing the virtual platform used for meetings. Microsoft teams was proposed as a better platform as it allows meeting dates to be sent to outlook diary, along with any supporting documents. To be investigated.</p> <p><i>Cllr Steve Bucknell left at 7.54pm</i></p>	<p>GWC</p> <p>JB</p>
	<p>Meeting closed at 7.55pm</p>	