

<u>Agenda Item No</u>	Virtual Meeting of the Royal Wootton Bassett Neighbourhood Plan Working Group Held on Thursday 19th November 2020 at 7pm	<u>Action by</u>
1.	<p>Welcome & ‘Roll Call’ Attendees: Councillors David Bowler, Steve Bucknell, Mike Leighfield, Eve Silvester, Jenny Stratton and Steve Walls [Chair]; Council Officers Michelle Temple and Gill Welsman-Clarke; Kirsten Ward (DLP Planning); Nigel Bailey, Mark Batterham, Roz Paton, Bob Philpott, Cate Watson, Katherine Wilson.</p> <p>Steve Gregory: Local resident of 6 years, retired - 25 years Retail Executive with C&A International Group. Involved in Museum & Railway Group.</p>	
2.	<p>Apologies for absence</p> <p>Apologies were received from Rob Noel and Alex Roberts (DLP Planning).</p>	
3.	<p>Approval of minutes of last meeting (1st October 2020)</p> <p>Minutes from meetings held on 1st October 2020 were approved.</p>	
4.	<p>Review of the public consultation so far (12th October to 23rd November 2020)</p> <ul style="list-style-type: none"> ⇒ Responses (DLP Planning) ⇒ Marketing Strategy (Q18, NP Public Consultation Promotion Diary, NP Consultation Engagement Analysis) <p>KWard notified 685 responses as of 23rd November. GWC and SW were inputting online the paper copies received.</p> <p>It was noted that Leaflet through door and Facebook were the most popular methods people said they first heard about the review, followed by word of mouth. RP was thanked for the idea of the pull out in RWB & Lyneham Advertiser, good response received.</p>	

5.	<p>Next step response to those who replied ‘yes’ to Q19 to be kept informed of progress with NP and future consultations ⇒ 435 people as of 16th November</p> <p>KWard advised a good method to contact this large group would be to use Mailchimp. This would enable those to easily unsubscribe. Mailchimp uses excel spreadsheet to import email addresses. KWard to email GWC final spreadsheet once survey closed and all paper copies have been inputted.</p> <p>Email to be sent to the group.</p>	<p>KWard</p> <p>GWC</p>
6.	<p>Next step response to those who ticked to Q20 that they would like to be more involved in developing the Neighbourhood Plan ⇒ Join Steering Group – 66 people interested as of 16th November ⇒ Distribute Flyers – 27 people as of 16th November ⇒ Local group members to distribute information and news to their group members – 13 people as of 16th November</p> <p>Agreed to investigate various options on how to enable those who expressed interest to join the working group.</p> <p>Discussion held on how the new members to working group would be involved. KWard advised working group members could feed into the plan process by being part of workshops on both developing the vision & objectives of the plan and on commenting/feedback on the individual policies as well.</p>	<p>GWC /MT</p>
7.	<p>Review Timetable</p> <p>An interim report could be discussed at a proposed meeting date of 15th December or circulated instead. Decision by SW, MT, GWC & DLP Planning to be made nearer the time.</p> <p>DLP planning looking to present their findings report to the group at a meeting week commencing 18th January 2021. Thanks expressed to DLP Planning for their hard work.</p>	<p>All to note</p>
8.	<p>Budget 2020/2021</p> <p>Budget circulated was noted by all.</p>	

	<p>Locality Funding was discussed, noting that any funding applied for and granted would need to be spent by 31st March 2021, or any unspent monies returned with the option to re-apply next financial year (1st April 2021 to 31st March 2022) for those unspent funds. Deadline to submit funding application for this financial year is 29th January 2021. It was noted that a Senior Town Council Officer would need to complete the application.</p> <p>DLP Planning to email guidance notes to SW, MT & GWC.</p>	DLP/ SW/ MT/GWC
9.	<p>Communication Strategy</p> <p>⇒ Press Release</p> <p>⇒ Website/Facebook/Twitter</p> <p>Agreed SW & GWC to discuss how to progress this item once survey closes.</p> <p>Paper copy of Neighbourhood Plan can be posted to members, if required provide GWC with current address.</p>	<p>SW / GWC</p> <p>All to note</p>
10.	<p>RWB Neighbourhood Plan 2017 – 2026 (adopted 2018) Community Action monitoring log.</p> <p>The log was noted by all. Successes include the Town Council recent purchase of Church St allotments, resolution to become sole trustees for Memorial Hall. SW informed the group he had recent discussions with Roger Smith, Savills on the railway station.</p>	
11.	<p>Date of next meeting</p> <p>Tuesday 15th December 2020 – Provisional TBC nearer the date.</p> <p>Thursday 21st January 2021 – Date agreed.</p>	<p>SW / MT/ GWC /DLP</p> <p>All to note</p>
	<p>Meeting closed at 7.31 pm</p>	