

Stanton St Quintin Neighbourhood Development Plan Steering Group

Minutes of the meeting of 3rd April 2017

Present: John Eley (Chair), George Fenton, Stephanie Fenton, Roger Starling, Elspeth Schwenk, John Seale, Emma Walker, Paul Craven (via Skype).

1 **Apologies**

Lyn Eley

2 **Update on action points from 13th February**

2.1 John Seale reported that Mike Smith was making good progress with obtaining maps.

2.2 John Eley explained that he had submitted the Wiltshire application to the Parish Council for the neighbourhood plan but had had to resubmit to correct the name of the village and to allow Margaret Carey, Parish Clerk, to sign an original copy, rather than a scanned copy. He has sent this to her now, for her authorisation and onward submission to Wiltshire Council.

3 **Presentation from Lemon Gazelle**

3.1 John introduced Mark Goodman and Sarah Martin from Lemon Gazelle. Mark explained that their company provides various services related to planning. For neighbourhood plans they can provide a complete start to finish service or can drop in to offer advice on technical issues. He suspects that something like the latter would be most beneficial for us.

3.2 He said that we will get lots of advice from Wiltshire Council planners – some very good, some not so good. Mark is the MD of Lemon Gazelle (LG) and Neighbourhood Planning is one of their topics. Mark's personal area is community planning.

3.3 Sarah is the Development Director of LG and is a professional planner. The company has been in existence for about 2 years but Mark and Sarah have worked together for several years.

3.4 They have provided support to various NP Steering Groups. For Royal Wootton Bassett they provided substantial support. The plan was very complex due to its proximity to Swindon and has taken 4 years to get to submission stage. They helped Calne just for the community engagement. In South Petherton in Somerset, they helped them to get started. They also supported Bude in Cornwall, rather more support than Calne – they are going to referendum in 6 weeks' time.

3.5 Sarah suggested that training can be a good start and maybe at different stages in the future. She asked us why we wanted a NP. John Seale explained that we had originally thought we were too small to need one but there were 3 key issues that had changed our minds:

- Development on Hullavington airfield
- Development at junction 17 of the M4
- Specific developments within the village

3.6 John Eley referred to the 12 questions that Wiltshire Council had sent through for us to answer. He noted a question relating to a Village Design Statement and asked what that is. Sarah explained that a NP becomes a key document to be taken into account for planning applications, alongside the Core Strategy and nation strategies. A Village Design Statement does not have the same legal force and the planning authority can decide whether or not to take it into account.

3.7 John Seale explained that he had been to a workshop provided by Wiltshire Council (along with Paul Craven and Emma Walker). At this workshop the idea of working with other parishes was recommended. Sarah said this can get very complicated but is good to collaborate on specific issues.

3.8 Mark stressed that the NP should be a positive document – it can't start with 'I don't want...' Sarah added that we have to comply with the Core Strategy and national strategies so we can't include in our NP something which contradicts the Core Strategy's aims.

3.9 John then worked through the 12 questions from Wiltshire Council.

- 3.10 Mark and Sarah stressed that we have to do consultation and find out what the issues are. We have to have evidence of this so need to use questionnaires, not just public meetings. Elspeth asked if there was a pro forma for questions to ask. She is concerned about what is in scope and what is not. Mark said not as such and that we need to take care with them, not to make them leading questions. He suggested that something as open as ‘ how would you like the village to look in 20 years’ time?’ might well provide some useful feedback. He said that LG have special software to enable analysis of open questions like that.
- 3.11 Sarah advised that we should include questions enabling people to provide lots of information which may or may not be land use planning. This can result in e.g. requests for dog bins. She said that one group they supported included an action chapter in their plan of these sort of issues with an idea of how each could be dealt with.
- 3.12 One of Wiltshire’s questions was about drawing up a budget. Roger Starling asked about how to do this as we don’t know what our costs will be and how we apply for grants. Sarah explained that we applied for grants from Locality and she will provide Roger with the link (www.locality.org.uk). The grant is paid into the Parish Council bank account so we don’t need a separate bank account but we will need to account to Locality for how we spend the money. We can apply in separate chunks and will have a time limit on how long we have to spend the money, after which anything left has to be paid back. The sort of costs that will go into the budget will be consultants’ fees (the major cost probably), printing costs, meeting costs etc. She can help with putting a claim together. The maximum claimable is £9000.
- 3.13 A useful starting point for a NP can be a Parish Plan which will include useful stats. But we don’t have one for Stanton St Quintin. The meeting decided that it could be useful for us to gather information on various recent planning issues e.g. the footpath alongside Croft Barn. We felt this would give us a starting point.
- 3.14 John Eley asked Mark and Sarah what sort of packages they could offer: Mark said they would prefer to help out with specific bits of work rather than be involved in everything. Sarah said we are the people who know the area while LG have the tools to help with analysis etc. She said she could provide a quote by Friday 7th which would show the stages of the work and what they could do at each stage and what they would expect us to do. We agreed this would be very helpful and asked that she send this to Emma, who will circulate to all of us.
- 3.15 John Eley thanked Sarah and Mark and they left the meeting
- 3.16 Paul Craven asked who was actually going to answer Wiltshire’s questions. John Eley said he would draft the responses by this weekend and circulate for comments. John Seale stressed that there should be a deadline for responses.
- 3.17 Paul said he has a quote from another company due by Friday. He had also approached a third company but they withdrew citing conflict of interest.

4 AOB

- 4.1 Emma feels we are not a true representation of the village as apart from Hilary all the members of the group are from Lower Stanton St Quintin. Hilary said that some others had offered to help with distributing and collecting questionnaires but George didn’t feel this was sufficient involvement. Elspeth thought we should produce a leaflet asking for more support – John Eley said this could be distributed alongside a leaflet about defibrillator training that was due imminently. He agreed to draft a leaflet and circulate this by the weekend. It can go out house to house and via HomeContact.

5 Date of next meeting

- 5.1 Dates for meetings were set as follows, all at Long Barn (thanks to Elspeth) at 7.30pm:
Monday 8th May
Monday 12th June
Monday 10th July