

Stanton St Quintin Neighbourhood Development Plan Steering Group

Minutes of the meeting of 12 February 2018

Present: John Seale (Chair), Elspeth Schwenk, Mike Smith, Graeme Pattison, Hilary Greene

		Action
1	Apologies Paul Craven, George and Stephanie Fenton, Emma Walker, Gil Schwenk, Rosalind Brown, Christina Smith, Roger Starling,	
2	Minutes and action plan from 8th January 2018	
2.1	Agreed.	
3	Matters arising John has obtained further funding from the Parish Council for this year which has enabled us to pay the outstanding invoice from Lemon Gazelle. The meeting agreed that the distribution of the reminder flyer had achieved a good result with a total of 130 surveys being returned (after only 57 at the last meeting).	
4	Treasurer's Report	
4.1	Current balance is £145. John will be applying for the next tranche of grant on 18 th February.	
5	Website performance Christina had reported to John that we have had 21 site visits – 16 unique and 15 new. Most visits were to news and local engagement. Total number of hits since going live is 125. We all need to work with Christina to keep it fresh and up to date. We agreed some early reporting on the survey, including thanking people for doing it, would be useful. Hilary will email Christina.	All Hilary
6	LG report on survey results Key items noted are that the school is considered very important as are retaining the rural feel and high speed broadband. Elspeth noted that providing small business premises doesn't feature as popular but she feels that this would be a good way of attracting people of working age to the village. It was noted that most people want most of the services and facilities cited in the survey. We agreed it will be useful to see more information from the survey, from the narrative comments.	
7	Document Management and Data Protection Christina had supplied a paper for the meeting outlining a scheme for document management and data protection, which she has worked on with Roger. It was agreed that it would be useful for us if she could talk us through the paper at the next meeting.	Christina
8	Housing Needs Survey John has agreed the timescale for the survey with Wiltshire Council – 5 March to 11 April. John will be presented with a package of documentation including flyers, posters etc. Wiltshire Council will receive the completed surveys and present us with a report 2 weeks after it closes – so about 25 April. John will check with the Council whether we should include houses in Blenheim Gardens and whether we need to chase up responses.	John

		Action
9	Progress update	
9.1	Graeme explained that John will need to use an updated project plan when he does the grant application. So far, progress is as expected. We hadn't originally planned for a HNS so this may put us back a bit. Graeme will supply a written report once he and John have met to prepare the project plan for the grant application.	Graeme
10	Correspondence	
10.1	John asked Hilary to respond to Cedar Homes to the effect that we are not in a position to confirm any details yet but we will keep them in mind.	
11	Next steps	
11.1	HNS, more detailed report on the NP survey, develop the foundation evidence database – Elspeth said we will need to think about how we communicate with landowners/ farmers.	
11.2	John took on an action to establish the hierarchy – i.e. what drives what from SHLAA, Wiltshire Core Strategy, Neighbourhood Plan, and HNS.	John
12	AOB	
	Graeme raised the issue of Green Spaces, in relation particularly to the current planning application in LSSQ. John reported that Nick Greene, Chair of the Parish Council had referred this, and the wider matter of community green spaces, to the Neighbourhood Development Plan Steering Group for inclusion on their agenda for this evening's meeting. Nick had made reference to the document produced by My Community entitled "Neighbourhood Planning Local Green Spaces".	
	Graeme outlined some of the history of the site for which the planning application had been received. It used to be a pond but many years ago (probably about 50) the local residents decided to fill it in. Mike said that Mr Pennington has information, including a photo of the pond.	
	Graeme pointed out that the proposed driveway exit is opposite the exit of Avils Lane and access to the Forge and that the junction is used by large vehicles to turn e.g. buses, artics etc. He said he will be speaking to the case officer to see if he is recommending approval.	
	The meeting agreed that the concerns here are part of the NP. John had issued papers before the meeting – one from My Community 'Neighbourhood Planning Local Green Spaces' and one from the Open Spaces Society – both of which make it clear that the identification of Local Green Spaces is important as part of a NP. He said that we will have to list all the green spaces in the village and include them in our plan. So we need to make it clear in our project plan that we will be doing this and look at work packages resulting from this.	John and Graeme
	Graeme said that the Parish Council, in its comments to Wiltshire Planning on the planning application, will be able to say that this piece of land is being considered by the NP SG as local green space as part of its project plan. The meeting agreed.	
13	Meeting Dates – all 7.30pm at Long Barn	
13.1	12 March	
13.2	16 April	

