

STEEPLE ASHTON NEIGHBOURHOOD PLAN

Clerk: Nicola Duke, April Rise, 81 Studland Park, Westbury, Wiltshire, BA13 3HN 01373 864127

Minutes of a meeting of the Steering Group held on
Monday 6th February 2023 at 7.30 pm in the Village Hall.

Present: Francesca Buffery-King (Chair SG), Cllr Leonard (Chair PC), Cllr Tapper, Cllr Jones, Cllr Cottle, Hannah Wright, Verity Yates, Graham Cogswell, Brent Hodges, Lucy Wilcox, Paula Boardman, Alan Burge.

In attendance: Mike Beard

Open Forum

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern: None present.

	AGENDA ITEM
SG01	<p>Election of Chair</p> <p>Cllr Leonard resigned from the role of Chair SG and asked the members to elect a replacement for he role.</p> <p>Members elected Francesca Buffery-King to Chair the steering group (proposed P. Boardman, seconded Cllr Jones).</p> <p>Mrs King chaired the meeting</p>
SG02	<p>Apologies for Absence</p> <p>Cllr Dallison was unable to attend.</p> <p>Membership</p> <p>Mr Beard joined the meeting and asked to be a member of the group, which was accepted. Cllr Cottle withdrew from the group in recognition of future conflict of interest and to limit numbers.</p>

<p>SG03</p>	<p>Terms of Reference A second draft of the terms, incorporating comments from G.Cogswell had been distributed to members prior to the meeting; the Chair invited further comments.</p> <ul style="list-style-type: none"> • The term of the group was queried; the draft project plan indicates a target for completion by January 2024. • The scope of the plan was queried; this will be guided by the steering group, with technical input from the Consultant. <p>Members adopted the terms as written (proposed Cllr Leonard, seconded L. Wilcox).</p>
<p>SG04</p>	<p>Meeting Schedule Members approved the following schedule of meetings for 2023: Monday 3rd April Monday 5th June Monday 7th August Monday 2nd October Monday 4th December These to follow scheduled Planning only meetings of the Parish Council. There may be additional meetings, possibly by Zoom, to cover urgent business.</p>
<p>SG05</p>	<p>Minute taking It was agreed that, where a formal Parish Council planning only meeting has been required prior to the NPSG meetings detailed above, the Parish Clerk will be in attendance to take the minutes of the meeting. Should there be no PC meeting or the Parish Clerk is unavailable, minutes will be taken by a SG member on a rota basis.</p>
<p>SG06</p>	<p>General Discussion The following points were discussed:</p> <ul style="list-style-type: none"> • Membership procedures – the group will remain as currently formed to enable continuity. Existing PC procedures for cooption to be followed should a member drop out. • Confidentiality – whilst meetings are open to the public, it was agreed that some information should remain confidential until an appropriate time for it to be released. The Chair will identify which information this relates to and highlight

	<p>this to members. The Chair will brief the Consultant on this. Sub-groups of the SG can meet in private, but must report to the SG in open session.</p> <ul style="list-style-type: none"> • Conflicts of Interest – Site ownership or pecuniary interest will be a clear conflict which must be declared. The Chair to confirm with Consultant how to deal with adjacent land issues. • Group Communication – email is considered sufficient. Members to check junk mail settings. • Record keeping – main public documents are held on PC website under NP section. Chair to discuss further document management with Clerk of PC. • Management of Consultant – Chair SG and Chair PC to be main liaisons with Consultant. Both to hold Zoom meeting with Consultant in near future. • Progress with questionnaire & additional actions – to date 147 online and 8 paper questionnaires received. More paper copies have been placed in the shop. No further action required. • Scope – General discussion on possible scope of NP beyond housing allocation (ie green spaces, conservation area, environment). Discussion of whether the NP can specify the types and sizes of housing. The Settlement Area concept was explained and its impact on planning applications around the village. Chair to check with Consultant as to whether conversions under permitted development rights will count towards the housing requirement.
<p>2022.101</p>	<p>Date of next meeting Monday 3rd April 2023 – PC Planning Only/Neighbourhood Planning. Note: The date for the Annual Parish Meeting is set as Wednesday 26th April 2023.</p>

There being no further business the meeting was closed at 8:32 pm.