

Parish of Hilmarton - Neighbourhood Plan Steering Group

Meeting date: 1st May 2019

Attendees:

Matthew Ash
Frances Bones
Jasmine McFadzean
Janet Perrins
Keith Roberts
Mel Wilkins

Apologies:

Rob Fry

Agenda

1. Introduction
2. Apologies
3. Skills of members/volunteers
4. Appointment of officers
5. Adopt Steering Group terms of reference
6. Useful information/websites
7. Available expertise
8. Website?
9. First steps/action
10. Date/time of next meeting

Key points – 1. Introduction - discussion of key issues

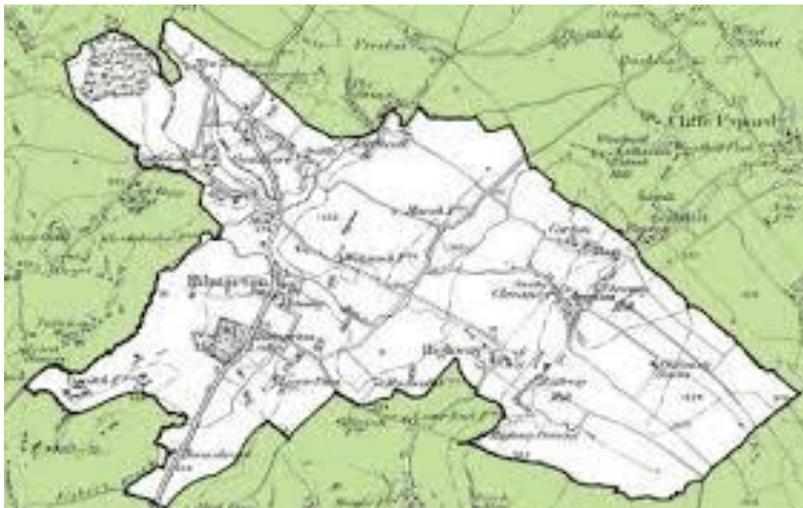
MW introduced the idea of the Neighbourhood Plan (NP) and confirmed that the group assembled comprised the official NP Steering Group. Members of the group raised their initial thoughts, questions and concerns:

Role of the NP – KR explained that the NP is part of the core strategy for Wiltshire, does not feel that Hilmarton is under as much pressure as some other areas, but sees value in creating a NP for the parish. Explained that the NP cannot prevent something that is in the core strategy for Wiltshire, but can add to it. JMCF commented that she was concerned that the parish was previously told that the area did not need a Neighbourhood Plan (NP). Was involved in creating a previous plan for the area which included many elements focused on helping the parish overall, not just planning related. All agreed this would be a good approach to the formation of the current plan. FB asked why the NP was chosen over other

planning options – KR explained that a number of options were considered but that the NP is the strongest tool – if approved it becomes part of the strategic plan for Wiltshire. MW explained that the final decision on the correct type of plan has not yet been formally made, this comes later in the process, but that this is the main focus at the moment.

Concerns about unauthorised developments - JP – is aware of concern around unapproved building in sites near Bushton which have been built without correct permissions. MW – raised the need to create a buffer in the Parish to protect against unauthorised building activity. KR explained that Wiltshire has already met its commitments to housing the travelling community, but that each new proposal must be judged on its merits. Highlighted the potential for giving careful consideration to designating a site for traveller housing in the NP

Parish boundaries – the Hilmarton parish is extensive. JMcF highlighted the need to consider the boundaries carefully and to look at whether specific farmers would want their land included in the remit NP or not. All agreed that it was critical that all landowners were involved in any discussions regarding their land



Key points raised – 3. Skills of members/volunteers

KR – experience with a large homebuilder and as a town planner.

JP – ex school governor.

JMcF – Parish councillor and ex school governor.

MA – works in Swindon in IT, treasurer of the IET. Lives in the village and has a keen interest in its development

MW – Parish councillor for 30 years, extensive building trade experience, long term resident of the village

FB – strategy consultant with business planning experience.

Key points raised – 4. Appointment of Officers and Meeting Details

Chair and Deputy Chair must be Parish councillors

Mel Wilkins appointed **Chair** (proposed FB, seconded JMcF)

Jasmine McFadzean appointed **Deputy Chair** (proposed JP, seconded FCB)

Frances Bones appointed **Secretary** (proposed MW, seconded JP)

Meetings – decided that although steering group meetings need to be accessible to the public they can be held in a private house as long as details of the time and location of the meeting is publicised, and it is made clear that members of the public may ask to attend. Formal consultation and referendum meetings will be held in public venues, likely the Community Hall

Key points raised – 5. Steering Group Terms of Reference

All – agreed that the steering group terms of reference should be adopted as outlined. See attached in Appendix one

Key points raised – 6. & 7. Useful information/websites & Available Expertise

JP explained that Compton Basset NP Steering Group may be able to come and talk to us to discuss their experiences of setting up their own NP. JP further explained Lyneham has a NP in progress and Bremhill has recently completed one, both maybe useful reference points in the future.

MW explained that Wiltshire Council have offered us a link officer to support Hilmarton NP Steering Group.

The whole steering group is to look at other Parish Neighbourhood Plans and highlight and share any particularly good ones. Other useful websites will be identified and recorded in due course.

Key points raised – 8. Website

The official website for the Neighbourhood Plan and NP Steering Group will be the Hilmarton Parish website - <http://www.hilmartonparish.co.uk>. The activities of the steering group will be promoted on Facebook, in the village newsletter and on the parish website. Agreed that wider comms e.g. mail drops will be used for parish meetings and referendums, not for steering group meetings or interim stages. Community consultation to be extensive and to be carefully logged and evidenced to provide a record at each stage.

Key points raised – 9. First steps/action

Committee size – ideally the NP Steering Group should have 12 members. All agreed this was excessive but that adding a few more people would be valuable. Suggestions – Lynne [] from Goatacre, Robbie [] with farming experience, [friend of MW] with bell ringing / church background. Possibly ask Paul Doust? All to look for additional steering group members, particularly those who could represent hard to reach segments of the community – the young, the elderly etc. Review need for input where required / possible from Church and School **Action = All**

Source expertise – ask the Link Officer to join us for part or all of the next meeting **Action = MW**. Ask Compton Bassett Steering Group representatives to join next meeting **Action = JP**. MW to check whether the link office can attend the next steering group meeting **Action = MW**

Communication – ask Jacquie Henley to inform other parish clerks about the Hilmarton Steering Group **Action = MW / JMcf**. Promote activities of Hilmarton Steering Group on Facebook / Parish website / newsletter **Action = MW / JMcf**.

Key points raised – 10. Date/time of next meeting

12th or 13th June proposed. 12th could be an afternoon slot if needed to accommodate the Link Officer during working hours

Appendix One

Hilmarton Neighbourhood Plan Steering Group

Terms of Reference

Purpose

The main purpose of the Steering Group is to oversee the preparation of a Neighbourhood Plan in order that it will progress to Independent Examination and a successful community referendum and ultimately be made part of the statutory development plan and become planning policy.

The Steering Group will engage the local community to ensure that the Plan is truly representative of the ambitions of the area. The Group will maximise support for the approach taken in the Neighbourhood Plan by ensuring high levels of community engagement throughout the plan-making process.

Principles

The Steering Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community

All decisions made shall be fully evidenced and supported through consultation with the local community.

The Steering Group will be governed by an agreement to:

- Update/develop and agree the community's shared vision for the area's future to deliver the sustainable development it needs.
- to set planning policies through the neighbourhood plan to determine decisions on planning applications
- Collect and evaluate (either directly or with the aid of consultants), accurate information which will identify the priorities for future proposals and plans for the area, with specific focus on:
 - identifying any local policy to compliment that provided by the Wiltshire Core Strategy
 - examining sites and considering allocations for development to meet local needs in the area for the plan period up to 2035.
- During preparation of the plan inform decisions that are made on development proposals that may come forward.

Steering Group Membership - Organisations and representatives

The Steering Group will consist of up to 12 members – Ideally, and every effort will be made for it to include 3 Parish Council members, constituted as a Committee of the Parish Council, plus up to 6 residents of the Parish which should try to include representatives from each of the different hamlets/villages and persons representing young and elderly people's interests, the and the rural community. A Wiltshire Council Officer will also be part of the Steering Group in an advisory capacity.

Membership of Individual Organisations

Members of the Steering Group should have the authority of the organisation they represent to represent the interests of that organisation. If a Steering Group Member is a member of more than one organisation they should declare their wider interest and limit their representation on the Steering Group to the organisation they have been nominated to represent.

Chairman and other Offices

The Steering Group will appoint/elect a Chairman, Deputy Chairman and Minutes Secretary from the Steering Group members at their first meeting. The Chairman and Deputy Chairman will be one of the Parish Councillors selected for the Neighbourhood Steering Group Committee.

If the Chairman should be absent from a meeting the Deputy Chairman will automatically be Chairman for that meeting, if both are absent then a Chairman will be elected from those in attendance.

The Chairman or in his absence the Deputy will be responsible for dealing with any media enquiries and for keeping the parish council up to date with progress of the steering groups work.

Current scope of work

Future phases of work will need to be identified as the project develops. Initial phases are outlined below:

Scoping Phase

- Formalisation of the Neighbourhood Steering Group
- Initial research
- Defining the project scope
- Preparation of up to date vision
- Identify issues and opportunities
- Identify possible development sites which may need to be subject to more detailed analysis
- Finalisation of a detailed project plan

Delivery

- Future work will be determined by the Steering Group following the completion of the scoping phase and agreement of the detailed project plan.
- All Steering Group members are required to familiarise themselves with the Wiltshire Council's neighbourhood planning guide 2013 and should ensure that their recommendations with regards to this piece of work are compliant with that brief.

Mandate

The decisions made by the Steering Group will undoubtedly require compromise and consensus building; consequently members should ensure they are:

1. Able and willing to make decisions and recommendations on behalf of their body/organisation
The Parish Council as the Qualifying Body will approve the final submission of the Neighbourhood Plan and will be body that approves any expenses associated with producing the Neighbourhood Plan.
2. Committed to helping to guide the preparation of the Neighbourhood Development Plan towards the identification and delivery of a shared vision
3. Willing to work with the Steering Group, accommodating views that are different from their own, seeking consensus and accepting compromise to reach agreement on the issues before the Steering Group.
4. Open minded and able to consider the whole picture, not seeking simply to promote sectional interests
5. Supportive and committed to the process and its implementation

In the interests of openness and transparency, agenda, notes and actions from all meetings to be made available on the Hilmarton Parish Council website hilmartonparish.co.uk. There will be no closed meetings

Working Groups

Where appropriate the Steering Group may wish to establish sub-working groups to drive discrete projects that would be responsible to report back to each Steering Group meeting. Working groups can only be established with agreement of the Steering Group and approved by the Qualifying Body if there is any possibility of a financial impact.

The Steering group will set terms of reference for each Working Group and each will be led by a Steering Group member. Working Groups may include additional members of the community outside of the Steering Group in order to provide additional input and specialist expertise. Independent members of the Working Groups will have no voting rights on the Steering Group Committee

Responsibilities of Steering Group members:

- Ensure members attend all meetings or delegate a replacement in the event that they are unavailable
- Set a measurable and timetabled project plan for the Neighbourhood Plan process
- Determine the responsible role for responding to requests for information or guidance within agreed timescales from (a) Steering Group members and (b) members of the public/press.

- Consider progress reports and work undertaken and agree appropriate course of action
- Agree community engagement and public consultation at appropriate stages to ensure that the information gathered is representative of those living within the area
- Undertake analysis, interpretation and reporting of the results from community engagement and public consultation activities and ensuring that they inform decision-making (either directly, or with the aid of consultants)
- Ensure that any planning related documentation complies with Wiltshire Councils SCI and is appropriate for adoption
- Ensure consultation with and co-operation from key stakeholders to ensure the deliverability of project and strategy proposals.
- Promote the appropriate development of the area in accordance with the updated vision and completed plan
- The Steering Group can co-opt additional members to discuss particular issues where necessary or join the Group if required.
- Agree additional Steering Group membership if required.
- After following the procedures listed above, it will be the responsibility of the steering group to produce the draft neighbourhood plan for the Qualifying Body (to approve)

Substitutes

It is anticipated that some members will not be able to attend every meeting. A representative may be sent in their place providing they are fully aware of the outcomes of previous meetings and in a position to actively participate.

Where no suitable substitute is possible then representations or comments will be accepted via e-mail. This should be submitted to the Steering Group no less than 3 days prior to the date of the meeting.

Commitments from Wiltshire Council Officers

Wiltshire Council Officers will be performing an advisory role and should seek to ensure that all recommendations or outcomes of this process are in compliance with current policies and/or strategies, and are used to inform the future development of policies, strategies and in their implementation. An Officer from Spatial Planning (Directorate for Economy and Enterprise) will act as advisor and single point of contact for the authority. Responsibilities include:

- Responding to requests for information within agreed timescales
- Proactively suggesting options and opportunities to overcome barriers to delivery
- Bring in expertise as required from across the Council and other bodies/organisations to enable delivery

Steering Group Meetings

The Steering Group will meet at key stages in the development of the Neighbourhood Development Plan. Dates will be identified 12 months in advance from the first Neighbourhood Steering Group meeting. Meeting venues to be agreed by the Steering Group.

The Steering Group members will receive an agenda from Hilmarton Parish Council for meetings at least 5 days prior to the meeting, which will be published on Hilmarton Parish Council website within the same timescale. The Chairman of the Steering Group will be responsible for ensuring content of the Agenda is available to suit that timescale.

Any documents which are to be considered prior to a meeting should be received at least 5 working days prior to a meeting via email from Hilmarton Parish Council. Individual Members of the Steering Group will be responsible for ensuring documents they are have been tasked to produce are available to suit that timescale.

Minutes of all meetings will be recorded and kept on file for reference, draft minutes of meetings will be circulated following each meeting and published on the Hilmarton Parish Council website by Hilmarton Parish Council, after clearance by the Chairman of the Steering Group.

Members of the public/press may attend and observe meetings although they may not contribute to the meetings.

Members of the public/press may raise questions of the Steering Group in writing or by e-mail to their Parish Council Clerk, questions will be answered by the representatives of the Parish Council serving as Members of the Steering Group.

Decision Making

All members of the Steering Group with the exception of Wiltshire Council advisor(s) have an equal vote in decision-making, however it is likely that some decisions will be in the form of recommendation to the Parish Council or Wiltshire Council for consideration.

Unless a complete consensus is reached on any matter, the extent of diverse opinions will be informed and recorded by voting. Should no majority be found for determining any matter then the matter should be considered further to discover the extent of diverse opinions. Major disagreements, should they occur, will indicate matters to be the subject of wider consultation.

Conflicts of Interest

Steering Group members should declare an interest where there is a potential financial or pecuniary benefit to themselves or their company or organisation arising from the recommendations of the Neighbourhood Plan process. These declarations should be made in writing and held by the Parish Clerk.

Review of the Group

The Steering group will be disbanded upon completion of the project at a time to be agreed by the group *[or the parish council]*