

WESTBURY TOWN COUNCIL

At a MEETING of the NEIGHBOURHOOD PLAN STEERING GROUP held at THE LAVERTON, BRATTON ROAD, WESTBURY, on THURSDAY 15<sup>th</sup> NOVEMBER 2018 at 10.30am.

**PRESENT:**

Cllrs: Ian Cunningham, Sheila Kimmins

Focus Group: Barbara Swan, Beth Thomas, Alex Prowse, Ian Taylor

Staff: Phil McMullen, Justine Cook

**N.31 TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE:**

Cllr Gordon King, Cllr Mike Sutton, Cllr Brenda Pyne, Mary Pyne, Mary Watson, Dr Peter Biggs

**N.32 DECLARATION OF INTEREST and DISPENSATIONS:**

There were no declaration of interests recorded

**N.33 MINUTES:**

**RESOLVED:** That the minutes of the Sub-Committee Meeting held on 25<sup>th</sup> October 2018, were confirmed and signed by the Chair.

The length of time that the last minutes took to be published has been raised. It was noted that the minutes should be published within 5 working days of the meeting being held. Phil McMullen also advised that in our Terms of Reference it states that the minutes only have to be forwarded to Westbury Town Council within 14 days of the meeting. Hard copies of the minutes can be obtained from the Town Council offices once they have been signed off by the Clerk.

**N.34 PUBLIC FORUM**

Alex Prowse asked if it would be appropriate in this meeting to bring up the Hills Planning Application. Ian Cunningham advised that it is not the role of the Neighbourhood Plan to object to planning applications. Individuals can object under their own name.

**N.35 RECOMMENDATION received from Neighbourhood Plan Project Administrator**

**Recommendation**

Following discussions of items of potential interest at the last meeting, it is proposed that there is a formal register of interests which should be completed by voting members of any of our groups. To approve the register of interests form.

**RESOLVED TO APPROVE THE ABOVE RECOMMENDATION with the following amendment:**

Ian Cunningham spoke about the Register of Interest form and the layout and areas covered by the form. Phil McMullen advised that we were not obliged to have a form, but it is recommended that we do. People can write to the Clerk if they do not want to declare something for a dispensation.

The forms will be available to the public, but they would have to request permission from the Clerk and Chair to view them.

Beth Thomas asked if the public can vote on the forum. The steering group was advised that members of the steering group can vote irrespective of whether they are councillors or co-opted members of the public. The form was voted on and agreed.

**N.36 RECOMMENDATION received from Neighbourhood Plan Project Administrator**

**Recommendation**

To approve the second quote for the purchasing of maps @ £130.00 for 5 maps

**RESOLVED TO APPROVE THE ABOVE RECOMMENDATION with the following amendments:**

There is money in the Neighbourhood Plan budget to spend on the purchasing of large maps. Alex Prowse requested a copy of the map showing all the SHELAA sites within Westbury, this will be sent to Alex.

It was agreed that we should purchase one map from the previous company where the quality looks better and purchase the other 4 from the second quote company.

The Clerk was asked to provide details of the budget for the Neighbourhood Plan, which is:

EMR 377 - £41,754

2018/19 - £14,544.60 (left in budget)

2019/20 - £10,000

Grant to be applied for in April 2019 - £9,000 - £15,000

Total - £81,298

**N.37 RECOMMENDATION received from Neighbourhood Plan Project Administrator**

**Recommendation**

To receive reports from the theme groups

**RESOLVED TO APPROVE THE ABOVE RECOMMENDATION with the following amendment:**

The theme groups have only just been formed, this meant there were no groups reporting this month. Reports will ideally be in written format for audit purposes and anybody can chair their respective theme group. The Neighbourhood Plan admin team will email the groups on a regular basis to see how they are getting on and if they need any help.

**N.38 CHAIRMANS COMMUNICATIONS**

Ian Cunningham asked if all members of the group could be informed that Tetlow King will be attending the 13<sup>th</sup> December meeting.

It was requested that Luke Francis who is the Wiltshire Council liaison officer for Westbury's Neighbourhood Plan be invited to future meetings.

**Meeting closed at 11.24am**

**Signed on behalf of the meeting this 15th day of November 2018**

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**Chairman**