

**WESTBURY TOWN COUNCIL**

At a MEETING of the NEIGHBOURHOOD PLAN STEERING GROUP held at THE LAVERTON, BRATTON ROAD, WESTBURY, on THURSDAY 13<sup>th</sup> DECEMBER 2018 at 10.30am.

**PRESENT:**

**Cllrs:** Ian Cunningham, Jane Russ, Mike Kettleby, Brenda Pyne, Mike Sutton, Sheila Kimmins, Gordon King

**Focus Group:** Peter Biggs, Mary Watson, Beth Thomas, Barbara Swan,

**Staff:** Phil McMullen, Justine Cook, Julie O'Rourke (Tetlow King)

**N.39 TO RECEIVE APOLOGIES FOR ABSENCE:**

Apologies for absence were received from: Alex Prowse, Paul Pointer, Ian Taylor, Mary Pyne

**N.40 DECLARATION OF INTEREST and DISPENSATIONS:**

There were no declaration of interests recorded.

**N.41 MINUTES:**

**RESOLVED:** That the minutes of the Steering Group Meeting held on 15<sup>th</sup> November 2018, were confirmed and signed by the Chair. Hard copies of the minutes can be obtained from the Town Council offices once they have been signed off by the Clerk.

**MATTERS ARISING**

Phil McMullen asked Barbara Swan if she would be able to take photos of Westbury to include in our publicity material and plan. Permission was sought from Barbara to use her photographs, and paperwork will be drawn up accordingly for Barbara to sign.

**N.42 RECOMMENDATION received from Neighbourhood Plan Project Administrator**

**Recommendation**

**To ask questions of Julie O'Rourke from Tetlow King**

Julie O'Rourke spoke about her 7-8 years' experience of working on Neighbourhood Plans with Town and Parish Councils. Julie has previously worked with Bath & North East Somerset council and in Swindon; she has supported 16 groups with their Neighbourhood Plan, and 7 plans have so far been made. Julie is a Neighbourhood Plan champion.

- **How best to address the Leighton House site within the Neighbourhood Plan**

It was reported the MOD are not considering leaving Leighton House until 2026 at the earliest, and there was a question over whether they would leave at all. Julie advised that any future development of the site will have to be thought out carefully, we will need to gather as much evidence as possible on what potentially the site could be used for. Julie advised considering looking towards local developers/builders for smaller plots on the site.

- **The West Wilts Trading Estate – How do we consider any information we obtain from this site as they are outside of the Neighbourhood Plan boundary**

Julie advised building up a good relationship with the traders on the Trading Estate. Cllr Gordon King offered to speak to Heywood Parish Council with a view to working together. A joint Transport study could be conducted between the two parishes.

- **How / When should we apply for a grant**

This question was deferred to February's meeting

- **We are working very hard with local partners to offer training & education including providing CSCS card training free of charge from the Laverton. Is there a possibility of including something in our plan that encourages developers to recruit where possible from the local workforce?**

Julie advised to look at the sustainability impact of recruiting outside of Westbury. The Neighbourhood Plan could have an aspiration which includes local recruiting.

#### **N.43 RECOMMENDATION received from Neighbourhood Plan Project Administrator**

##### **Recommendation**

##### **Budget update**

Phil McMullen advised the meeting the following budget details:

2018/19 to month 8 (Nov)

Budget code 204/4150 Neighbourhood Plan

Actual spend to date £7,450, budget remaining for this financial year is £12,550 (any underspend at the end of the financial year will be carried into EMR 377)

EMR 377 £41,754

#### **N.44 RECOMMENDATION received from Neighbourhood Plan Project Administrator**

##### **Recommendation**

Update from the Theme Groups

##### **Heritage Theme Group**

Beth Thomas asked Julie O'Rourke if the Steering Group are responsible for finding out all the information required to go into the Neighbourhood Plan or does Tetlow King do this work? Julie advised that she can send Beth a list of what objectives the group should cover, that she can speak to councils on our behalf and can mediate but the group must do the work themselves. Beth ran through the notes from their recent Heritage meeting, these notes will be sent to the Steering Group.

Beth asked if we could obtain information from the Wiltshire & Swindon History Centre? The cost is £110 plus VAT to obtain a full data report to include archaeological, listed buildings and mapping. This cost was agreed by the group.

##### **Environment Theme Group**

Mike Sutton spoke about the Environment group and how some areas in the group overlap with other theme groups. They are just starting to look at the water courses, natural sites and

trees. Julie advised all groups to set out a vision with 3-5 objectives and to discuss this at the Steering Group meetings to see where the groups may overlap.

**Health, Leisure and Wellbeing Theme Group**

The group met recently, each member of the group will look at a specific area and report back when they meet again in January 2019.

**Other Theme Groups**

The Employment, Economy, Education and the Arts group are due to meet next week. The Transport group and the Design, Development and Housing group have not met yet.

More communication is needed to get the wider Westbury community involved. The new website will be up and running in the New Year, there will be a Facebook presence and events will be organised.

Beth asked Julie if she could send a list of recommended objectives/evidence through for each theme group.

**N.45 RECOMMENDATION received from Neighbourhood Plan Project Administrator**

**Recommendation**

**The dates of 2019's meetings were passed on to the group**

- No January meeting
- 14<sup>th</sup> February 2019
- 14<sup>th</sup> March 2019
- 11<sup>th</sup> April 2019
- 9<sup>th</sup> May 2019
- 13<sup>th</sup> June 2019
- 11<sup>th</sup> July 2019
- No August meeting
- 12<sup>th</sup> September 2019
- 31<sup>st</sup> October 2019
- 28<sup>th</sup> November 2019
- 19<sup>th</sup> December 2019

**N.46 CHAIRMANS COMMUNICATIONS**

Cllr Ian Cunningham spoke about the surveys not being carried out yet for the pathways at Millbrook. Ian also recently attended the Clean Air Zone meeting in Bath and raised the issue of cars coming through Westbury to avoid the charging zone.

**Meeting closed at 12.23pm**

**Signed on behalf of the meeting this 13th day of December 2018**

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**Chairman**