

WESTBURY TOWN COUNCIL

A MEETING OF THE NEIGHBOURHOOD PLAN STEERING GROUP HELD AT THE LAVERTON, BRATTON ROAD, WESTBURY, ON THURSDAY 14TH FEBRUARY 2019 AT 10.30AM.

PRESENT:

Cllrs: Mike Sutton (Chair)(MS), Jane Russ (JR), Brenda Pyne (BP), Mike Kettleby (MK), Gordon King (GK), Sheila Kimmins (SK)

Focus Group: Mary Pyne (MP), Barbara Swan (BS), Dr Peter Biggs (PB)

Staff: Phil McMullen (PM), Justine Cook (JC), Julie O'Rourke (JO) (Tetlow King)

N.47 TO RECEIVE APOLOGIES FOR ABSENCE:

Apologies for absence were received from Alex Prowse, Paul Pointer, Beth Thomas, Mary Watson, Cllr Janet Parker, Cllr Ian Cunningham

N.48 DECLARATION OF INTEREST and DISPENSATIONS:

There were no declaration of interests recorded.

N.49 MINUTES:

RESOLVED: That the minutes of the Steering Group Meeting held on 13th December 2018 were a fair record of the meeting. 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.

N.50 RECOMMENDATION received from Neighbourhood Plan Project Administrator

Recommendation

To discuss issues regarding the Housing Land Supply for Westbury.

PM spoke about the housing figures from Wiltshire Council. Up to 2026 there are 1500 houses designated for Westbury and 115 for the rest of the community area (these figures are in the core strategy). 940 of these houses have already been built and 851 have been allocated, so there are zero houses to be allocated up to 2026. Wiltshire Council are working on the following years from 2026 to 2036. Westbury's allocation will be included with Trowbridge, Bradford-On-Avon and Warminster. There have been 13,500 homes allocated to be built across the Housing Market Area.

JR asked if we know what figure has been allocated to Westbury, but PM did not know as Wiltshire Council have not said. PM asked the group if we wanted to allocate sites ourselves rather than let Wiltshire Council allocate the sites and the group were in unanimous agreement that we should allocate our own sites. A strict methodology needs to be followed when allocating sites, photo's need to be taken, evidence needed as to why one site is more suitable than another, assess each site, declare any interests.

JO (Tetlow King) advised that we can ask for a call for sites from landowners with a 6-week consultation period and we can ask Wiltshire Council for any help that they may be able to

give. We must also ask them for a housing figure from 2026 to 2036. We will then have control over which land is suitable for development.

It was noted in the group that Westbury has had a rush of development over the years and that it is quite built up in areas right up to the town boundary.

JO also advised that we can allocate local green space in the Neighbourhood Plan, but the plan should concentrate on local issues rather than county wide developments.

GK volunteered to ask Wiltshire Council for the Westbury housing figure from 2026 – 2036. Once this figure has been obtained the group can look at each of the site allocations and write a report for each.

PM will formally advise Wiltshire Council that the group are undertaking site allocations themselves.

N.51 FINANCE

N.51.1 Budget update

PM advised the meeting of the following budget details:

2018/19 to month 9 (Dec)

Budget code 204/4150 Neighbourhood Plan

Actual spend to date £9,162, budget remaining for this financial year is £10,838 (any underspend at the end of the financial year will be carried into EMR 377)

EMR 377 £41,753.54

N.51.2 Grant Application: to consider timing of application and amount of grant to be applied for

We will apply for a grant during March 2019 for the maximum available of £15,000, which will include funding to help with the site allocations. The grant application can take a few weeks to go through and we need to apply in time so that the money is ready for the beginning of April 2019 and spent before March 2020.

N.52 UPDATES from Theme Groups

MS spoke about the theme groups meeting and that we need to set out objectives, decide what information to take forward and that some issues overlap between groups.

Some of the groups have not made much progress and we need to get those groups up and running.

6.1 – Design, Development and Housing

This group has not met yet, no report available

6.2 – Employment, Economy, Education and the Arts

This group has not met yet, no report available but PM advised that Education is straight forward, but we will need to look at Economy. We need to go to the Industrial Estate within the town boundary and survey the businesses there.

JC will send an email out to the group to ask for volunteers to go to the Industrial Estate

6.3 – Environment

MS spoke on behalf of the group and advised that they have met a couple of times and have identified the environmental sites and water courses. MS asked if there was a template that they can use with regard to collating the information that they have collected.

JO advised that the headings that all groups can use on a template could be:

1. Issues
2. What is good
3. Identify opportunities for Improvement

JC will send the headings to the group.

SK has a blank template for the Health, Leisure and Wellbeing group which she will send to JC to distribute to the rest of the groups for them to use as well. JO said that there only needs to be a few paragraphs and draft policies can be written from the information obtained.

6.4 – Health, Leisure and Wellbeing

SK spoke on behalf of the group and advised that the group has found out a lot of information and has catalogued all of it, the next question is what to do with all the information? There is a crossover on some of the information with other groups.

JO advised that once the Neighbourhood Plan has been written it may only show a small amount of the work collected but the rest will be the evidence base in the appendix.

It was decided that all the groups will have collated all their information by the May meeting and that there should be an archive/central place for the information to be held for future use.

6.5 – Heritage

BP spoke on behalf of the group and advised that Cllr Sally Hendry is producing a timeline of Westbury. The group are going to the Wiltshire and Swindon History Centre in March to talk to the conservation officer. The group have asked about a Conservation Management Plan for Westbury but there is only a draft version which was originally put together in 2008. They have asked Wiltshire Council if there will be a new plan and are waiting to hear. The group would like to do a character assessment of Westbury where everybody on the Steering Group could contribute, maybe have a training workshop on how to do this? JO advised to wait until after the May meeting when all the groups have passed on their group information.

They would like a 6-week public consultation to ask what places are important to local people, have a drop-in session in the Heritage centre, look at buildings at risk, walking routes.

6.6 – Transport

MS spoke on behalf of the group and advised that he has met with Jane Pilgrim and they looked at walking routes and were talking about having maps of the walking routes within Westbury. The bus service from the train station does not run a frequent enough service to tie up with train times. They have spoken to the cycle group Westbury Wheelers and it was agreed that the route to the West Wiltshire Industrial Estate is not safe for cycling, a cycle path is needed. Potential developers need to consider safe cycle routes for developments.

BP asked if the notes from each theme group meeting could be distributed to the rest of the groups to keep them up to speed with what each group is doing and crossover points. We need to make sure that each group leader has the notes sent to them to distribute within their group.

PM spoke about the need to have one meeting dedicated to the theme groups, and it was decided within the group that the 14th March Steering Group meeting should now be just a theme group meeting. Each group will bring a summary of where they are and if they have any concerns.

JR asked if we should invite other village councils to one of our meetings to show them what we are doing? The group were happy to accommodate this in the future.

Meeting closed at 11.33am

Signed on behalf of the meeting this 14th day of February 2019

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Chairman

DRAFT