

Westbury sub Mendip Neighbourhood Plan Working Group

1. Meeting 5 on 5 Jan 2023

Minutes

1. **Present:** Chris Langdon CL (Chair), Adamos Euripidou AE, Liz Hughes LH, Tony Westcott TW (arr. 7.20pm - Minutes), Sue Isherwood SI, Ros Wyke RW (on Zoom), Mick Fletcher MF
2. **Apologies.** None, but Liz Hughes (LH) offered her resignation with regret. (See 9.1)
3. **Minutes** of the Nov 28 2022 meeting had been agreed via email by all who attended the last meeting. RW abstained.

4. **Matters arising**

- 4.1 Actions to follow up from last meeting and not on the agenda
- 4.2 Progress on Roughmoor Lane and the Church commissioners. There has been no communication since November. CH agreed to chase up MDC . (Note - the PC clerk is also contacting Lichfields re progress on behalf of the council.) SI was in contact with Jay Greene before Christmas to ascertain how far the CC were implementing the Coming Home way of working with communities. She will chase again.
- 4.3 There was some discussion of the SALC supported community planning project and of how far its timetable (short) and aims (less rigorous than the NP process) worked for Westbury. It was agreed to contact Priddy PC who are also engaged with this project. MF agreed to do this and SI agreed to provide him with the contact.
- 4.4 LH agreed to do a final edit of her process document, incorporating comments from TW.

5. **Review of issued papers –**

- 5.1 **Process summary from LH –** LH emphasised the need to keep the plan tightly focused so that it was achievable in a realistic time frame. Based on conversation with other recent NP areas LH convinced of need to keep NP focussed. The broader it becomes the less effective. In addition it will be important to communicate limitations of influence. Ie traffic congestion is not a Planning responsibility but NP might influence highways in drawing up of new transport plan. RW advised there would be a new Local Plan in 2028, which would include Transport and Education, so these would need consideration as to how to include in the NP. Continuing agreement that aspiration is for NP to be broader than only addressing built environment. As discussed previously NP could also be a useful influencer on Community concerns eg climate change, sustainability.

Discussion on how we achieve balance in controlling scope of NP if it endangers the target timetable of 2 yrs. CL suggested that for example if NP was to have a chance of influence over Roughmoor Lane (RL) development it would be important to conclude as quickly as possible. If scope broadens too much the NP process will take longer. Agreed by all that the two year timetable was important if we were to have influence but accepted that there was merit in considering issues beyond building, particularly if one or two emerged strongly from our consultations.

- 5.2 **Content summary from CL –** Agreed that Tree design was the preferred means of illustrating potential content of the NP, with addition in the “Built Environment branch” of Housing to include Location, Design, Numbers and Mix and preserving settlement character; also

provision for business use and home-working with good communication links, including broadband, transport links and accessibility; zero carbon and sustainability.

6. Pilot Survey action

6.1 Survey pack - MF provided 1 copy of Pilot Questionnaire – Sample areas with 6 areas, one for each Steering Group member, and Interviewer Notes, with each interviewer to visit 4 respondents in their patch. Each Interviewer provided with 4 copies of:

1. Pilot Questionnaire Preamble – 1 page
2. Survey Form of 5 questions – 3 pages
3. NP Flowchart – to follow from CL – 1 page
4. Tree diagram – to be finalised by CL and issued to 2 of the 4 respondents – 1page.

Survey forms to be returned, anonymous apart from Interviewers initials & whether respondent given copy of tree diagram, to MF by 27 Jan for collation and report at next meeting.

7. Look ahead actions

7.1 Three audiences identified for NP – community, planners and partners. Discussion on merits of initiating partner conversations (Education Authority, School, SWT, AONB, Sustrans, Strawberry Line, etc).

7.2 Adrian l’Anson re Wells LP (**Action SI**)

7.3 Phil Harvey – Burnham-on-Sea re ? (**Action RW**)

7.4 TW concerned that the NP project is not being communicated effectively to WsM community and there is a need to improve publicity – Inspire, Promote & Recruit more helpers. CL suggested that the NP not ready to “launch” until now. NPWG have been reviewing key requirements of NP, developing support docs and preparing for a survey to collate community objectives. Agreement that NP project now needs an effective communication programme and there was agreement that a launch event should be planned for March by when the survey on community objectives for an NP will be ready to issue. Other meetings, task groups and media also likely to be required.

Action MF to initiate draft communication programme for discussion

7.5 CL to write articles for PEW in Feb & Mar. NPWG need to use this and other media at regular intervals

Action – CL: PEW content by 19 Jan for feb issue and again mid feb for march issue.

7.6 Agreement that NPWG could “piggy back” existing meetings at Westbury Society, Film Nights, WI, Gardening Club & Friendly Society events – with relevant permission.

8. Agree which papers for publication

8.1 Following to go on WsM NP website:

8.1.1 NP Process and Timetable – (One page flowchart and LH’s NP Process Explained)

8.1.2 Pilot Questionnaire Preamble, Survey Form, NP Tree Diagram

8.1.3 Approved Minutes of 28 Nov 22 meeting (& Agenda)

9. Replacement of LH

9.1 LH’s resignation was noted with regret due to new work commitments and with thanks for her significant contribution to the start of the NP process. There were suggestions as to

others who might replace LH. Important that representation of areas remains balanced.
NPWG agreed for approaches to be made and then propose as replacement to the PC.

Action Adamos to approach to first agreed potential replacement

10. **Date of next meeting** was agreed as Thursday 2nd. February at 7.00pm to be hosted by TW at Waterslade, Little Field Lane, BA5 1HU.