

## Clyffe-Pypard Neighbourhood Planning Group

### Notes of the meeting held on 13<sup>th</sup> August 2019

#### Present:

Guy Rickett (in the chair)  
Alan Glasspool (taking notes)  
Peter Gantlett  
Chris Rickett  
Rosemary Greenway  
Chris Thompson  
Tony Currivan  
Ed Rudler  
Nick Kirton  
Marian Kent

#### Apologies:

#### Meeting Objective: To agree the approach and timeline to the Vision and Aims consultation.

1. Peter Gantlett opened the meeting and stated that he was concerned at the differences between the Goddard Arms steering group and this one in terms of energy and commitment. He also stated that he had concerns with the quality of the provided material.
2. Guy Rickett apologised for the delay that had occurred since the last meeting and stated that he took full responsibility for this.
3. Objective of the Meeting;
  - a. Ed Rudler questioned whether we had already done Vision and Aims in the Community Plan. Guy Rickett reminded the group that WCC had stated that we need to start again for the NP due to the time since this was done and the need for formal process records. Tony Currivan said that we will use the outputs from the Community Plan consultation as input to these NP sessions
  - b. Rosemary Greenway has the session material from the Community Plan session and will forward these to Tony Currivan. **ACTION: RG**
  - c. Peter Gantlett restated that the NP is mainly about housing and the rest will be challenging to achieve. Guy Rickett responded that we need to capture parish views on a range of aspirations so that the NP reflects their vision, aims and concerns but also recognised there needs to be realistic about what can be achieved. Nick Kirton also stated that by capturing all aspects there would be more chance of the NP passing the referendum.
4. Structure and Timing of drop-in consultation Process
  - a. Tony Currivan went through in summary the approach and timeline. The key aspects being;
    - i. Drop in sessions to be held in Village Hall in first week of October (agreed to be session on evening of Thursday 3<sup>rd</sup> October and two

sessions one in the morning and the other the afternoon of Saturday 5<sup>th</sup> October )

- ii. The meeting agreed communication was critical. Marian stated that there is a lot of scepticism in the parish towards a NP which has included comments such as; 'not another one'. Marian felt that there should be as much publicity as possible.
- iii. There was agreement that there would be information in the 1<sup>st</sup> September and 1<sup>st</sup> October parish newsletters
- iv. Other ideas were also considered;
  1. Nick Kirton suggested 'Piggy backing' on other events and asked if there were any current events already in the schedule. Peter Gantlett responded that we would not be able to piggy back on any. Ed Rudler agreed.
  2. Nick Kirton will consider whether a specific separate event was feasible to include in the timeframe. **ACTION: NK**
  3. Tony Currivan suggested a banner. Rosemary Greenway said to contact Robin Greenway regarding design. **ACTION: TC**
  4. Alan Glasspool suggested a set of key bullets for this group to provide a consistent message on what a NP is and why we are doing it including benefits to the community (**agreed**)
- v. Nick Kirton agreed to look at the communication aspects and will liaise with Rosemary Greenway regarding posting it in the he parish newsletter. **ACTION: NK**
- vi. Tony Currivan stated that invitations to the drop-in sessions need to include people who work in the parish. Tony will consider how we gather this information. **ACTION: TC**
- vii. Chris Rickett stated that in communications and the drop in sessions we will need to share the Housing Needs Survey results
- viii. Tony Currivan stated that a small amount of funds will be required for material/ refreshments. Tony and Chris Rickett will put together a proposal requesting funds from the Parish Council. This will input to the next Parish Council meeting on the 27<sup>th</sup> August 2019. **ACTION: TC/CR**
- ix. Volunteers were requested to work with Tony Currivan on the preparation for the session and supporting the sessions on the 3<sup>rd</sup> and 5<sup>th</sup> October.
  1. Nick Kirton, Chris Rickett , Ed Rudler and Alan Glasspool will provide support in pulling together materials
  2. The Group were asked to send confirmation of which sessions they are able to attend. Alan Glasspool to send out email request for this information. **ACTION: AG**

## 5. Structure of Follow Up Questionnaire

- a. Chris Rickett summarised the draft questionnaire. This draft will be further developed with inputs from the drop in consultation sessions.
- b. The final questionnaire may need to go to WCC for review and approval before it can be used. Alan Glasspool will add this step to the Vision and Aims Timeline Process Timeline.
- c. Chris Rickett will also liaise with Rosemary Greenway to look at incorporating the Postcard outputs from the previous Community Plan sessions.
- d. Chris Rickett requested any comments on the draft Questionnaire to be passed to her. **ACTION: NP GROUP**
- e. For distribution it was agreed that the NP Group will hand deliver. The detailed process to be decided in due course.

## 6. Sustainability and Climate Change Issues

- a. Chris Rickett summarised her paper
- b. Tony Currivan reiterated that this was now a key aspect for WCC as seen in their recent communication including their Sustainability Framework template. Ed Rudler commented that all new housing should meet the highest possible sustainability standards
- c. Peter Gantlett stated that we didn't need to replicate anything already included in the WCC Sustainability plan.
- d. Peter Gantlett also stated that as a parish we should be incorporating good sustainability practice now as well as ensuring that they were incorporated in NP

## 7. Ongoing Organisation of Process

- a. Monthly NP Group meetings will now be booked.
- b. The first 3 were confirmed to be;
  - i. Wednesday 18<sup>th</sup> September 2019, 8:00pm – Village Hall
  - ii. Tuesday 15<sup>th</sup> October 2019, 8:00pm – Village Hall
  - iii. Tuesday 19<sup>th</sup> November 2019, 8:00pm – Village Hall
- c. Guy Rickett stated that all key project documents and deliverables will be stored centrally
- d. All NP Group members will distribute working papers / proposal documents etc. directly to other members as appropriate
- e. Guy Rickett will act as the main contact for all WCC contact. Everyone should channel their questions and information of WCC requests through Guy. Guy will also distribute all relevant WCC material to the NP Group as appropriate

## 8. Timeline to Completion

- a. Alan Glasspool briefly covered the draft timeline (appended to minutes) . This timeline could be impacted by a number of things including;

- i. unknowns in the process (e.g whether to do Site Allocation process)
- ii. availability of third party resource (WCC , Examiner)
- iii. time and availability from this NP Group

9. Date for the next meeting:

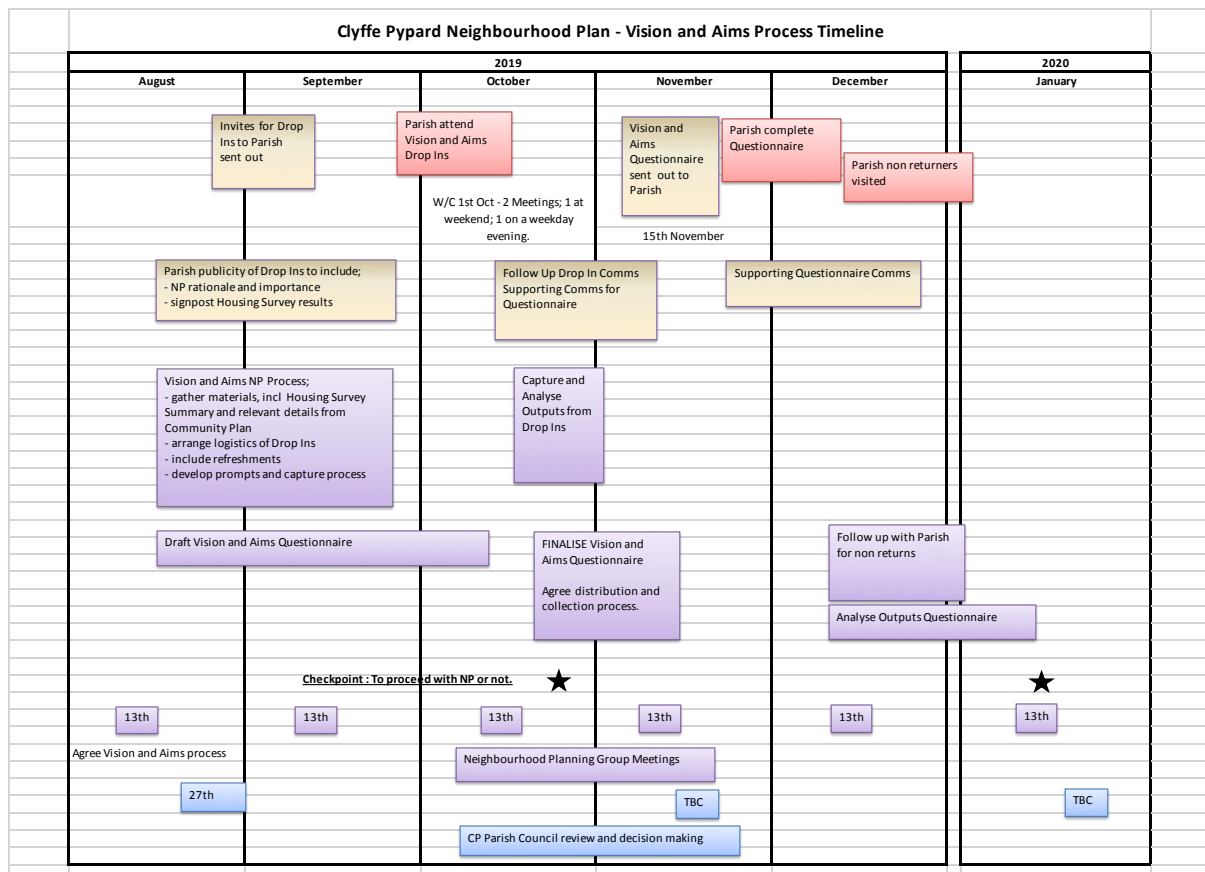
- a. Wednesday 18<sup>th</sup> September 2019, 8:00pm Village Hall

Action List

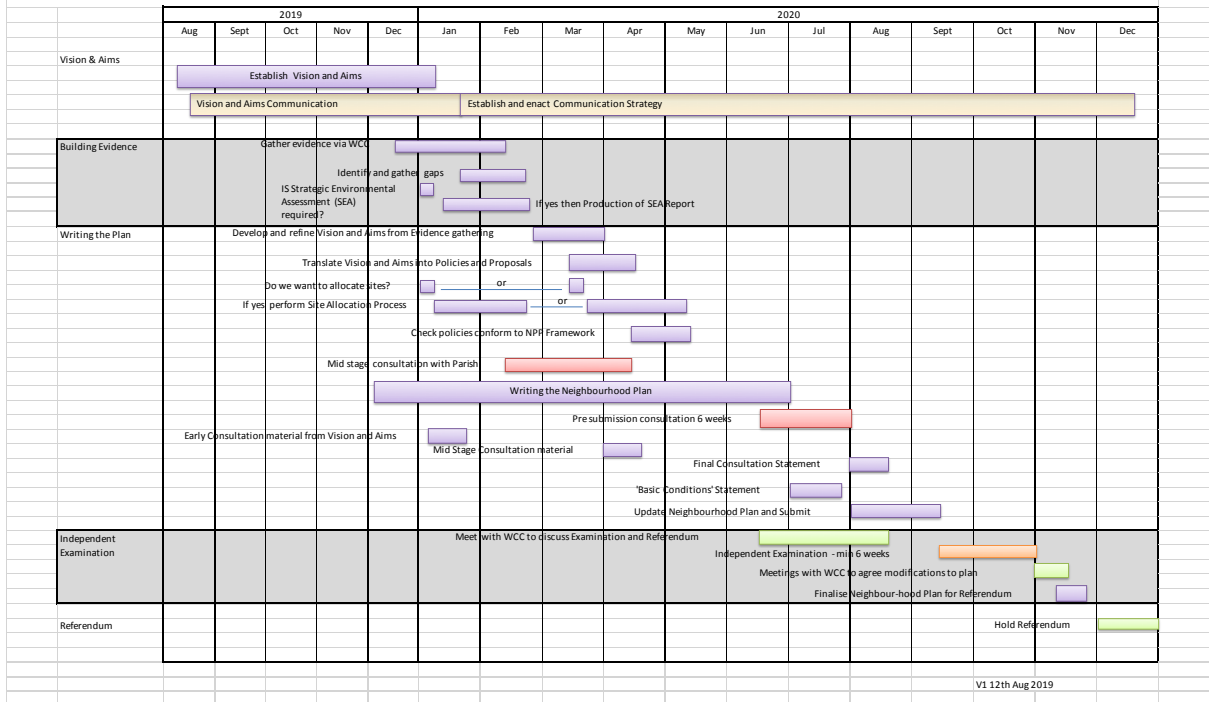
No.	Action	Resp.	Date Raised	Date Reqd	Status
2	Understand from WCC how to approach identifying housing needs for market housing	GR	29/01/19		
3	Understand process for use of consultant resources from WCC	GR	29/01/19		
4	Develop plan and approach for Vision and Aims; including initial Community Consultation Strategy	CR / TC	29/01/19	Next Meeting	Done
6	Arrange meeting with Peter Alberry (Compton Bassett)	GR	29/01/19	26/2/2019	Done
7	Community Plan material/ boards etc. to be passed to Tony Currivan	RG	13/08/19	20/08/19	
8	Communication of Vision and Aims drop in sessions for Parish Newsletter 1 <sup>st</sup> September	NK	13/08/19	20/08/19	
9	Communication of Vision and Aims drop in sessions for Parish Newsletter 1 <sup>st</sup> October	NK	13/08/19	20/09/19	
10	Consider possibility of one off event to include publicity for drop in sessions.	NK	13/08/19	20/08/19	
11	Request to be made to Robin Greenway for Banner	TC	13/08/19	27/08/19	
12	Identify non parish residents to whom invites for drop ins should be included	TC	13/08/19	27/08/19	
13	Request for fund for drop ins and questionnaire to be made to parish council	TC / CR	13/08/19	20/08/19	
14	Send out email to confirm NP Group attendees for drop in sessions	AG	13/08/19	20/08/19	
15	Add review Questionnaire with WCC step to the Vision and Aims Timeline Process Timeline.	AG	13/08/19	20/08/19	
16	Agree with WCC timeframe for review of Questionnaire	GR	13/08/19	27/08/19	
17	Provide feedback to Chris Rickett on draft Questionnaire	ALL	13/08/19	13/09/19	

## Clyffe Pypard Neighbourhood Planning – Project Calendar

Month	Date / Time	Event
August 2019	27th	CP Parish Council Meeting
September 2019	1st	CP Neighbourhood Planning communication on Parish Newsletter
	18 <sup>th</sup> / 8:00pm	CP Neighbourhood Planning Group meeting
October 2019	1st	CP Neighbourhood Planning communication on Parish Newsletter
	3 <sup>rd</sup> / 7:00pm (TBC)	Drop Ins – Session 1
	5th / 10:00am and 2:00pm (TBC)	Drop Ins – Session 2 and 3
	15 <sup>th</sup> / 8:00pm	CP Neighbourhood Planning Group meeting
November 2019	TBC	WCC Neighbourhood Planning Surgery
	19 <sup>th</sup> / 8:00pm	CP Neighbourhood Planning Group meeting



**Clyffe Pypard Neighbourhood Plan - High Level Timeline to Completion V1 (DRAFT)**



V1 12th Aug 2019