

Westfield Parish Council

**Minutes of the Neighbourhood Plan Management Group Meeting held at the Oval Office, St Peters Business Park, Westfield on Tuesday 12<sup>th</sup> January 2016 commencing at 7pm**

**Present:** Cllrs R Hopkins (Chair), Cllr A Butcher, Mr R Bevan (Vice Chair), Mrs C Carter, Cllr K Docherty, Cllr E Jackson, Ms J O'Rourke, Mrs J Pack, Mr R Wallace, Mr M Woodhouse

**Also attending:** Mrs R Naish, Clutton Parish Council  
Lesley Welch, Parish Clerk

**28. Apologies for absence**

Apologies were received from Helen Fitzgerald.

**29. Declarations of Interest and Dispensations**

All present who live in the Parish of Westfield, R Hopkins, A Butcher, R Bevan, K Docherty, J Pack, R Wallace and M Woodhouse, declared an interest. Parish Council agreed a dispensation at its meeting on 5<sup>th</sup> October 2015.

**30. Minutes**

The minutes of the meeting held on 24th November 2015 were agreed as a true record.

**31. Agreement and Signing of the Constitution**

The Constitution as circulated was amended with the Aim to read "To produce a Neighbourhood Plan in accordance with the aspirations of the people of Westfield for their community". With this amendment the constitution was agreed by the Group and would be signed accordingly.

**ACTION:** The Clerk to amend the Constitution and arrange signatures.

**33. Discussion with Rosemary Naish of Clutton Parish Council**

The Chairman gave a warm welcome to Rosemary Naish of Clutton Parish Council who gave an overview of the Clutton Neighbourhood Plan and answered questions from the Group.

**34. Tasks for this meeting**

1. ***Promoting awareness of WNPWG*** – Richard Wallace had produced a draft article for the press which was circulated.

**ACTION:** (1) Cllr Hopkins to make any additions and send to the press. Cllr Jackson to contact the press in advance to let them know about the article.

(2) Cllr Hopkins to talk to Somer Valley Radio about the Neighbourhood Plan and suggest a vox pop in Westfield.

2. ***Informing local businesses*** – Cllr Hopkins had invited the Chamber of Commerce to the meeting, without success so far.

**Minutes subject to approval at the next meeting.**

**Signed .....** **Dated .....**

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**ACTION:** Cllr Hopkins to continue to liaise with the Chamber of Commerce and also the Radstock Traders working in Westfield.

3. **Creating a logo for WNPWG** – Cllr Hopkins was pleased to report that Westfield Primary School was to have a logo competition.

**ACTION:** The Clerk to write to Westfield Primary School confirming arrangements.

4. **SWOT Analysis** – Using the flipchart the Group undertook a SWOT Analysis.

**ACTION:** All Councillors to send any further thoughts to Cllr Hopkins who would type up the results and circulate.

5. **Collation of evidence and information on Westfield using the links provided by Julie O'Rourke and establishing an area profile for Westfield** –

**ACTION:** Julie O'Rourke to send links to the Clerk for circulation to the Group. All members of the Group to read the information.

6. **Project Plan and Funding** – The Project Plan and Funding were circulated. Funding in the amount of £7850 had been awarded from DCLG for the Housing Needs Survey, Consultation event etc. to be spent by 31 March 2016. Whilst BANES does not supply a Housing Needs Methodology, Julie O'Rourke supplied a draft questionnaire.

**ACTION:** (1) A Group consisting of Cllr Eleanor Jackson, Richard Wallace and Mike Woodhouse and the Chair, to finalise the Housing Needs Survey and covering letter and commence the Housing Needs Survey via Worcester Research.

(2) The Consultation event to be commenced and the Clerk to contact South West Foundation as the facilitators to commence all elements of the consultation to include Interviews with selected businesses, gathering interviews from young people and writing up finding and undertaking a consultation event. It was suggested that the BANES Planners attend this consultation event with the Placemaking Plan display boards. The headings used by the Questers would be a good starting point for the consultation. A graffiti wall was also suggested, along with a Heart of Westfield Bake Off – with the event finishing with cake.

### 34. Tasks for the next meeting

- (1) There was a discussion on Westfield's unique identify within the context of Midsomer Norton and Radstock.

**ACTION:** Julie O'Rourke to invite Neil Best to the next meeting to put the work of Westfield's Neighbourhood Plan into a wider context.

- (2) Julie O'Rourke suggested that the A367 Fosseway, built in 49AD be researched by a History Sub Group to form part of the evidence base. To be put on the next agenda.

### 35. Next Meetings

The next meetings would be 2<sup>nd</sup> February, 23<sup>rd</sup> February, 15<sup>th</sup> March and 5<sup>th</sup> April at 7pm at the Oval Office, Cobblers Way.

The meeting closed at 9.20pm.

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**Signed .....** **Dated .....**