

Westfield Parish Council

Minutes of the Neighbourhood Plan Management Group Meeting held at the Oval Office, St Peters Business Park, Westfield on Tuesday 24th May 2016 commencing at 7.45pm

Present: Cllr R Hopkins (Chair), Cllr Andrew Butcher, Ms Cindy Carter, Cllr E Jackson, Mrs J Pack, Mr R Wallace.

Also attending: Lesley Welch, Parish Clerk

1. Election of Chair

Cllr Ron Hopkins was elected Chair.

2. Election of Vice Chair

In his absence, Mr Ron Bevan was elected Vice Chair pending his agreement at the next meeting.

3. Apologies for absence

Apologies were received from R Bevan, H Fitzgerald, J O'Rourke and M Woodhouse.

4. Declarations of Interest and Dispensations

All present who live in the Parish of Westfield, A Butcher, R Hopkins, J Pack, R Wallace declared an interest. Parish Council agreed a dispensation at its meeting on 5th October 2015.

5. Minutes

The minutes of the meeting held on 5th April 2016 were agreed as a true record.

6. Tasks for this meeting

1. *Mutual working with adjacent towns and parishes* –A meeting to promote inter parish co-operation in the light of the housing development on the Mendip border had been held on 12th May 2016. Representatives from Westfield, Kilmersdon, Midsomer Norton, Mendip DC and BANES attended. There was now a strong expectation to be consulted on the proposed development at the White Post and the Parish Council was likely to put in a strong representation on the application.

2. *Neighbourhood Plan Structure and Profile of Westfield* – Cllr Hopkins outlined a desire to have the backbone of this document by the Autumn. It was suggested by Cllr Butcher that the Placemaking Plan research be cut and pasted into the document. Cllr Hopkins would also look at simplifying the document and would report back. Mrs Pack was continuing to work on the history of Westfield and suggested that via the Warbler we might ask for pictures of Westfield and anecdotal local history.

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Signed **Dated**

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3. **Feedback from the series of Consultation Events** – There was a discussion on the feedback from the Consultation Events and the desire to extend the consultation period to include the Fun Day. The Clerk would find out if the South West Foundation was willing to undertake this work and the Chairman would confirm the cost. The Group discussed a potential Focus Group at Norton Hill School and Cllr Jackson would pursue this with the Youth Worker Sam Plummer. Cllr Jackson would also investigate a presence at the St Peters Garden Fete. The Clerk agreed to set up a Facebook page for the Neighbourhood Plan.
4. **Housing Needs Survey** – The Working Group received the draft report and commented on the specific demographic, the requirement for smaller homes, starter homes and specialist housing for downsizing. A policy on lifetime homes was suggested. The need to draw out the planning issues from the comments page was highlighted, these being infrastructure, retail supermarket, housing type and design, parking design in new housing developments, protection of employment, green infrastructure. It was agreed that these issues be brought back to the next meeting for further discussion.
5. **Traffic Data** – The traffic data had been received and it was noted that Westfield has the highest traffic density in BANES, with traffic on the A367 in places being over double that of the highest level elsewhere in BANES.
6. **Tree Survey** – It was felt that trees were an integral part of urban design and a Tree Strategy might be helpful which included management, replacement and commemorative trees. It was noted that this might form the aspirational part of the Plan, but could not be used by the Planning Officers. BANES had quoted £450 to produce maps of the BANES owned trees in Westfield. This would be put on the agenda for the next meeting.

7. Tasks for the next meeting

Neighbourhood Plan Next Steps: The Working Group received a document from Julie O'Rourke outlining the next steps for the Group. Cllr Hopkins to outline the core issues such as transport, education, green spaces and these to be allocated at the next meeting. Feedback from BANES on the Green Space Designations proposed by Westfield Parish Council would be brought back to this meeting and also put on the Environment and Development Committee agenda at Cllr Hopkins and Cllr Butcher's request.

8. Training

1. **Mendip Neighbourhood Plan Forum on 12th April** – Cllr Jackson gave an update on this very helpful event and 'Further Reading on Policy Writing' would be circulated.

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2. *A Masterclass in Research and Intelligence on 18th July and 27th October* – This training via BANES was noted.

9. Next Meetings

21st June and 19th July at 7pm.

The meeting closed at 9.20pm.

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Signed **Dated**