

Westfield Parish Council

**Minutes of the Neighbourhood Plan Working Group Meeting held at the Oval Office, St Peters Business Park, Westfield on Thursday 24<sup>th</sup> September 2015 commencing at 7pm**

**Present:** Cllrs A Butcher, K Docherty, R Hopkins.  
R Bevan, C Carter, J Pack, R Wallace and M Woodhouse.

**Also attending:** Mrs L Welch (Parish Clerk)

**Absent:** Cllrs E Jackson and B Wallbridge. Julie O'Rourke, BANES and Ms H Fitzgerald.

**8. Apologies for absence**

Apologies were received from Julie O'Rourke and Cllr Eleanor Jackson.

**9. Declarations of Interest and Dispensations**

All present declared interests due to the fact that they own land in the Neighbourhood Plan area, or they were related to people living in the area.

**Resolved** To recommend to the Parish Council that a dispensation is allowed on the grounds that granting the dispensation will be in the interest of the persons living in the area.

**10. Minutes**

The minutes of the meeting held on 29th July were agreed as a true record.

**11. Getting organised**

There was a full discussion on the background to the Neighbourhood Plan and actions to date. In the absence of Julie O'Rourke, 'Getting Organised' would be reviewed in detail at the next meeting.

There was uncertainty about whether 15% or 25% of CIL money could be claimed at any stage in relation to the 82 new dwellings at Cobblers Way. The Clerk would seek to clarify this with Kaoru Jacques of BANES. However, it was stressed that the Neighbourhood Plan was not a financially driven incentive, it is community driven and hence the voice of the people on the Working Group who are not Parish Councillors, is essential.

**12. Producing a Project Plan**

There was a discussion on local consultations which had taken place to date. It was noted that the DCLG lists all the elements which a Neighbourhood Plan might like to follow eg vulnerable people, employment, green spaces, transport systems, protection of the historic environment, broadband. All the information from consultations to date should be amalgamated under such headings.

**Resolved** (1) The clerk to circulate the Questers Consultation and the Big Local Consultation to all members of the Working Group.

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

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

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(2) The Clerk to look at amalgamating the aspirations raised in these reports into one report, under the DCLG headings.

(3) At the next meeting the group should identify areas which have been missed eg business representation

(3) A consultation event with the local community should then seek to prioritise these aspirations. Three quotes had already been obtained for a facilitator and would be considered further at the next meeting.

(4) Ron Hopkins to contact Julie O'Rourke regarding the information required from BANES relating to Westfield such as a Strategic Housing Market Analysis, Open Spaces, SHLAA sites, Core Strategy, Green Spaces, Placemaking Plan, together with examples of other Neighbourhood Plans.

**13. Actions from the last meeting**

In the absence of Julie O'Rourke the actions from the last meeting would be held over to the next meeting.

**14. Training Opportunity from Mendip Council**

The Mendip Neighbourhood Planning Forum on Tuesday 6<sup>th</sup> October commencing with refreshments at 6pm at Shepton Mallett, was highlighted as a good means of exchanging information with others undergoing the same process. Richard Wallace indicated that he would be attending and all Working Group members were asked to let the Clerk know if they could attend and she would respond to Mendip by 30<sup>th</sup> September.

**15. Next Meeting**

The next meeting would be arranged as soon as Julie O'Rourke could make it. A summary of actions outstanding from the last meeting and this meeting is attached as Appendix 1.

The meeting closed at 8.35pm.

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

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

## Westfield Parish Council

### Appendix 1

#### **Summary of NPWG Actions Outstanding**

1	Agree the Chair, Vice Chair and any other formal roles of the Neighbourhood Plan Working Group (NPWG) at the next meeting.	NPWG
2	Agree the Constitution	NPWG
3	Information from BANES strategies and policies which refer to Westfield, including the number and location of houses allocated to Westfield in the Core Strategy.	Julie O'Rourke
4	Circulation of the Questers Consultation and the Big Local Consultation to all NPWG members	Clerk
5	Amalgamation of the aspirations raised in these reports into one document using the DCLG headings	Clerk
6	Contact with Julie O'Rourke regarding the documents required by BANES	Ron Hopkins
7	Identifying areas of community aspiration which might have been missed	All
8	To consider arranging a community consultation – three quotes for facilitators have already been circulated	All
9	Mendip Neighbourhood Planning Forum – to let the Clerk know if you are intending to attend	All

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