

Tockenham Neighbourhood area Plan

Minutes of meeting of original New-V Steering Group Members – Tuesday 25th July 2017

Present: Diana Kirby (DK), Geoff Cowling (GC), Stuart Richardson (SR)

- 1) Welcome and apologies for absence – all members were present.
- 2) Steering Group Membership – as no response was received from the email sent to the Chairs of the other village organisations – the P.C.C., Village Hall Committee and Village Fair Committee – with a view to find additional members to our Steering Group, it was decided that DK would send a further email directly to all of the committee members. In order to keep our process as transparent as possible, this email would advise that the Tockenham Neighbourhood Area Plan would proceed and that all future meetings would be open to the public and would be well advertised. Any public questions to be sent to the Chair at least 3 days prior to the meeting.

It was also agreed that DK would contact Reverend Rachma Abbott and Wiltshire Councillor Allison Bucknell – both of whom had been on the NEW-V Steering Group - to check their interest in joining us. This could be as full members or in an advisory capacity. (**ACTION** – DK to email members of other village committees and to contact Rev. Rachma Abbott and Cllr. Allison Bucknell.)

- 3) Consultation comments from Area Designation application – comments were received from – Cllr. Allison Bucknell, resident Mr Tom Horwitz, the N.F.U. and Gladman Developments Ltd. These were discussed and noted.
- 4) Consultation Strategy – SR had produced a revised version of this document by incorporating the previous Tockenham local strategy into the consultation strategy produced for NEW-V. This revised version was discussed in detail and amendments agreed. There remains the question of whether personal details need to be requested on the consultation form. (**ACTION** – DK to send SR details of agreed amendments. **ACTION** - DK to contact Carolyn Gibson to query need to include personal details on consultation form)
- 5) Areas still to be covered before reaching Informal Consultation Stage – these were discussed and agreed as:-
 - Terms of Reference
 - Full list of and evidence from all activities already carried out during NEW-V – SWOT Analysis and Issues Report with Common Places, Terms of Reference and Consultation Strategy from NEW-V, Tockenham Community-Led Plan, Tockenham Housing Survey.
 - Full list and details of consultation activities – meetings and on-line survey

- Full list of ways Area Designation Application was advertised to public (**ACTION** – DK to produce list and find details of all previous evidence compiled. **ACTION** – DK to produce Terms of Reference document relevant to Tockenham only)
- 6) Preparation of the Draft Plan – it was agreed that the NEW-V chapters 1-3 need to be incorporated into the original Tockenham chapter. It was felt that this would be best achieved by one person producing a proposed version, then this to be discussed and amended by the rest of the Group to reach the finalised version. (**ACTION** – SR to prepare first draft version of the Plan)
- 7) Possible Timetable – it was agreed to aim for a Draft Plan to be ready by mid October – with a view to have approved by the Parish Council at their 7th November meeting. A note to appear in the November Parish Magazine advertising the start of the informal consultation on 1st December – to last for 6 weeks. This timetable to be reviewed at each future meeting.
- 8) Date of next meeting – Thursday 24th August at 2 pm. (**ACTION** - DK to book Hall.)