# Minutes of meeting No.7 held on

Thursday 22nd March, 7:30pm, Social Centre Committee Room

# Present

Jim Butler, Adam Collins, Peter Davey, Mark Dollimore, Tye Lohrenz, Rachel Prichard, Catherine Read, John Schofield, Rik Smith, Greg Wilkinson

# Unable to attend

Richard Butler (apologies sent)

# Agenda

1. **Minutes of meeting on 7th March 2018**

Accepted

1. **Review of actions**

|  |  |  |
| --- | --- | --- |
| **Owner** | **Action** | **Progress** |
| Jim | Give the signed copies of the code of conduct to the parish clerk | Done |
| Peter | Register interest for the Locality funding scheme | Pending |
| John | Ask Anna Cuthbert whether Potterne got any grant funding | Pending |
| Jim | Raise the lack of terms of reference at the next parish council meeting | Closed |
| Andy | Respond to Jim Dibben to say we will put him on the list of sub-committee volunteers | Done |
| Catherine | Contact Crown Estate to try to arrange a meeting | Trying to get a named contact |
| Mark | Update site assessment matrix | Done, but work in progress |
| Catherine | Contact Mrs Enthoven regarding her interest in helping the group | Awaiting details from John |
| John | Send group email account details to Catherine | Pending |
| John | Get previous minutes onto the village web site | Done (they appeared during the meeting) |
| John | Update the group contact list | Done |

Discussion of the need for objective criteria for scoring each category in the site assessment matrix.

**Rik:** To seek out criteria for scoring in the site assessment – based on standards used by landscape architects.

## STAGE 1 (Scoping) Step 2 (Establish a steering group)

## STAGE 1 (Scoping) Step 3 (Develop objectives priorities and vision)

1. **Review of the steps needed to create a neighbourhood plan**

Tye presented a flowchart of the process (shown here in appendix A).

We are currently working to establish the future need for any development as this is key to defining the scale of any development.

**Jim:** Find out what Wiltshire Council land leases may be due to expire soon.

1. **Launching focus groups to uncover the needs of residents**

**Why use focus groups?**

Since response to the survey circulated in the village magazine was poor (6%) we are seeking a more proactive way of engaging with residents. Focus groups covering a range of demographics would ensure that representatives from all stakeholders could be gathered.

**Agree approach to questionnaire, for consistency**

Catherine had previously circulated a document, from Citizens Advice, on how to run focus groups. This provides a framework including the ethics around such research, it also provides template consent forms.

Discussion based around draft focus group questionnaire created by Catherine.

**Catherine:** Update & circulate the focus group questionnaire & consent forms

**Agree allocation of focus groups**

The following groups were proposed and people allocated to run them:

* Parents & Children – Stacy Wall (need to ask her)
* Youth club – Catherine
* Employers – Greg & Rick
* Gardening Club (Mostly retired) – John, Tye
* Young adults (20-30) – Peter, Rachael
* Little Angels (Young mothers) – Mark, Simon Dicks **Mark:** Contact Simon
* Wednesday club (40-50) – Jim, Adam
* Working age / commuters – Jim Dibben (need to ask him)
* Angel House / Monday Club - TBA

**Framework for feedback reports**

Not discussed at this meeting.

**Timescale**

**All:** Aim to complete the focus group meetings by 3rd May.

## Other Business

1. **Time and date of next meeting**

The following schedule of meetings had been proposed and has been accepted by the group.

* ~~April 19 Thursday~~ – Changed to Tuesday 17th April
* May 2 Wednesday
* May 30 Wednesday
* June 26 Tuesday
* July 18 Wednesday
* Sept 19 Wednesday
* Oct 4 Thursday
* Oct 31 Wednesday
* Nov 29 Wednesday

1. **Any other business**

We have been invited to send two people to a Neighbourhood Planning workshop at Wiltshire Council on 29/3/18 – Tye & John will be attending.

We have been asked to report on our progress to-date at the Annual Parish Meeting on Monday 30th April.

Rural Housing Needs Survey – Wiltshire Council have advised Rosalind what the Parish Council need to do to make the survey happen. This will be on the agenda for the Parish Council meeting on 9th April

**Jim:** Pass on an offer of help with this from the steering group to the Parish Council

Jim had a letter in response to the survey – asking us to consider the potential expansion of a business premises, and hence further employment opportunities in the Parish.

**John:** Scan this & add to the survey reponses.

**Appendix A - Draft Flow Chart to Completion**

Landowners (What’s available?)

Commercial premises holders

Villagers of different demographics

Collate information and review against WCC guidelines, what is feasible and are there alternative schemes that could be considered.

Modify scheme from feedback

Prepare presentation for initial village consultation and interested parties eg WCC and BCC

Get funding as required

Engage consultants to prepare supportive documentation for proposals

Establishing the perceived future needs for scale of housing, commercial and ancillary services and location in village.

Establish terms of reference for Group