

TOCKENHAM NEIGHBOURHOOD AREA PLAN

Minutes of meeting of Steering Group – held on Monday 22nd January 2018

Present – Diana Kirby (DK), Geoff Cowling (GC), Stuart Richardson (SR), David Barnes (DB), Allison Bucknell (AB)

- 1) Welcome and apologies for absence – apologies received from Rev. Rachma Abbott.**
- 2) Minutes from the meetings held on Monday 23rd October and Monday 4th December were unanimously approved. Actions – those from 4th December were all complete but there was an outstanding action from 23rd October meeting – to produce a map showing all of the listed structures in the parish. (ACTION – AB to complete this task.)**
- 3) Public Question Time – no members of the public were present but one question had been received prior to the meeting. Ellen Gaisford queried why the Steering Group meetings were not held during the evening so that working people could attend. It was agreed that these were working meetings for the Steering Group – and we had been advised that, in order to have a Wilts Council Officer attend, the meetings would have to be held during working hours. However – when the Plan is complete and we hold a meeting to launch it to the public and start the Informal Consultation – that meeting will definitely be held during the evening so that as many parishioners as possible can attend. In the meantime, Steering Group meetings will continue to be well advertised and open to the public.**
- 4) The Objectives and Policies chapters were reviewed in line with comments received from Carolyn Gibson (Wilts Council Planning Dept.), GC and RA. Minor amendments were agreed and made. (ACTION: DK to amend chapters and recirculate to the Group.)**
- 5) The proposed Opening Chapter was viewed in detail and amendments suggested and made. Unfortunately, Carolyn Gibson had been unable to view the chapter before the meeting, but we are expecting her comments by the end of this week. In the meantime, she has suggested that we now amalgamate all draft chapters and send to her for the relevant department to decide whether the Plan will require a Strategic Environmental Assessment. This process will take 6-7 weeks and can run alongside our continuing work on the Plan.(ACTION: SR to amalgamate the documents so that they can be sent to CG)**
- 6) Other items still needed to complete the Plan were discussed.**
 - i) Appendices – “A” – to contain: Maps – to include one A4 size map of the parish, a map showing proposed passing places, proposed footpath along A3102, and our current Facilities. Plus a map and list of all Listed Structures in the parish.**

Also to contain: List and documents of all evidence accumulated in producing the Plan – copy of the Community-Led Plan, Postcard evidence from Common Places, the Issues Report created for Common Places, and the Housing Survey results. (ACTION: DK to amalgamate results from the parish consultations into documental form to be included in this appendix.)

Appendix “B” – to contain list of Steering Group Members, Terms of Reference and Consultation Strategy.

- ii) Pictures – it was agreed that the following photos should be included in the Plan – Businesses – Bennett’s farm, Bulldog Fencing, the abattoir. Parking issues - main village street and at Tockenham Corner. Facilities – village hall, church, play area and allotments. Listed structures – Queen’s Court, Meadowcourt, and Tockenham Manor. Types of buildings – terrace in Village Street, “new” bungalows and latest infill houses.
- 7) Timetable – it was agreed that we need at least 2 months to complete the Plan and to receive the SEA response. Once complete, DK to call an Emergency meeting of the Parish Council at approx. end of March to approve the Plan. At this point, we will need the Plan to be accessible online and in hard copy. The consultation form needs to be finalised and hard copies available to deliver to each house in the parish. The Launch Meeting date and date for start of Informal Consultation need to be confirmed. (ACTIONS: all listed here.)
- 8) Date of next meeting – to be confirmed. (ACTION: DK and SR work together to complete Plan document.)