

# Heywood Neighbourhood Plan

## Neighbourhood Plan Steering Group

Action

### Notes on meeting #8 held on Wednesday 9 January 2019

Present: J Masson (chair) [JM]      K Youngs [KY]      J Marley [JYM]  
          B Jones [BJ]                    E Lock [EL]  
          A Bizeray (secretary) [AB]

1. P Thompson, F Morland and S Heron were absent from meeting.
2. **Governance:**
  - 2.1 Noted that there are restrictions on the use of Grant funds and that amount received must be spent by 31 March.
  - 2.2 BJ suggested that it may be possible to have a more personalised version of the logo (of Heywood House) designed.
3. **Initial consultations:**
  - 3.1 SH has written first draft of summary objectives of Plan. This will be amended as further content becomes available.
4. **Rural Housing Needs Survey:**
  - 4.1 The survey will be available to collect from Wiltshire Council w/c 11 February. Distribution will be done by NPSG members.
  - 4.2 Analysis will be available a short time after the deadline for return of the surveys 18 March.
  - 4.3 NPSG to arrange promotion of survey before distribution to encourage participation.
5. **Local stakeholders' questionnaires:**
  - 5.1 BJ and JYM to complete questionnaire to fit around business perspective, to be sent to local stakeholders.
  - 5.2 Covering letter for businesses' survey is now available: there are 144 addresses on WWTE plus other businesses to be included eg Royal Oak, Hawke Ridge Business Park.
  - 5.3 Bulk mailing cost of the survey by Royal Mail will be around £62 but the quote was based on standard size, 2<sup>nd</sup> class post. It is likely that the envelopes will have to be treated as Large Letters, so the cost will actually be greater.  
Once the total number in the mail shot is known, AB will get an accurate quote.
6. **Strategic stakeholders:** none.
7. **Allocation of other bodies to be consulted:**
  - 7.1 BJ has produced a short "idiot's guide" to producing a Neighbourhood Plan (see appendix).
  - 7.2 Agreed that individual members should choose a Section of interest to them, to research separate Sections of the plan which can then be put together later.  
JM to email members a list of proposed Sections for inclusion, eg:

|                                   |                                    |
|-----------------------------------|------------------------------------|
| Housing                           | Environment, energy & green spaces |
| Traffic, transport and parking    | Community amenities                |
| Commercial & economic development |                                    |
  - 7.3 Members can then co-opt additional members to assist, possibly with special/relevant

BJ

All

BJ/  
JYM

AB

JM

## Heywood Neighbourhood Plan Neighbourhood Plan Steering Group

knowledge.

8. **Other business:** none.
9. **Date and purpose of next meeting:** Wednesday 6 February 2019, 6:00 pm at Players/Club Ice. To organise promotion of surveys and logistics for distribution.  
AB to email reminder 2 days before.

Meeting closed at 7:05 pm.

*EAB*  
*22/01/19*

AB

# Heywood Neighbourhood Plan

## Neighbourhood Plan Steering Group

Appendix to NPSG notes 9 Jan 19

### **How to create a Neighbourhood Plan [BJ]**

**Beforehand:** obtain evidence eg surveys, feedback etc.

#### **To begin:**

1. Write Vision based on overall feedback and views within Parish.
2. Agree sections eg Housing, Transport, Economic Development, Environment, Amenities etc (see para 5). Also, additional introductory sections on how the plan was created.
3. Agree Section owners and deadline for completion.
4. Agree Objectives for each Section – 1-7 objectives, 1-2 sentences per objective.

#### **Each Section owner will then do the following:**

5. Preliminary work:
  - a. Create a list of all relevant evidence available (surveys, feedback, local or government agency reports). Read evidence and take notes of anything you would like to quote plus source.
  - b. Create a list of relevant Wiltshire Core Strategy sections for your area. Read and take notes of anything you would like to quote plus source.
  - c. Create a list of any major places/organisations/stakeholders with the Parish that are linked to your Section eg Environment might have a list of Clanger and Picket Woods, River Biss, common areas etc. Mark these on a map of the Parish.
6. Create Policies to cover each Objective (1-3 policies per objective, supported by 1-12 clarifying points/criteria points). Policies should then be agreed by the NPSG.
  - a. Refer to Wiltshire Core Strategy where necessary. These must not contradict the Core Strategy but instead demonstrate as a way of implementing it with the Parish!
7. Write an introduction to your section describing the current situation within your area in the Parish, quoting 2-3 pieces of key evidence – 1-3 sides A4 in total. Refer to Objectives and to critical pieces of Wiltshire Core Strategy where relevant. Illustrate with photos, diagrams, maps, etc.
8. Your Section should be no more than 6-7 sides A4 in 12pt font.

#### **Finally:**

9. Review and editing by NPSG.
10. Review and editing by external consultant.