



# Highworth Town Council

Council Offices  
3 Gilberts Lane  
Highworth  
Swindon  
Wiltshire  
SN6 7FB

Town Clerk: Mrs D Rose  
01793 762377

[admin@highworthtowncouncil.gov.uk](mailto:admin@highworthtowncouncil.gov.uk)  
[www.highworthtowncouncil.gov.uk](http://www.highworthtowncouncil.gov.uk)

NP.05

## MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE TUESDAY 24 AUGUST 2021

### PRESENT

Councillor: (Miss) J Murphy (In the Chair)

Councillors: A Bishop  
P Newton-Smith  
K Smith  
K Saunders  
R Williams

### IN ATTENDANCE

There were no Members of the Public present.



Highworth is a Fair Trade Town



Twinned with Wassenberg



Twinned with Pontorson

## **APOLOGIES**

13. Councillors (Mrs) K Barber, N Gardiner and (Mrs) L Vardy

## **DECLARATIONS OF INTEREST**

14. None

## **PUBLIC QUESTION TIME**

15. The following questions were received:
- a. Now that the Swindon Borough Council (SBC) Local Plan is out for Consultation how will the Neighbourhood Plan (NHP) link into the Local Plan?
  - b. Do you think that work on the NHP should be delayed until the outcome of the Consultation result is available to Highworth Town Council.

The National Planning Policy Framework (NPPF) is the overarching top-level document in Planning that both Local or Emerging Plans and Neighbourhood Plan must be compliant with. If the policies are not compliant the Plan will not be made. Within the NHP process the Plan is checked for soundness by SBC before going out to the Public with the draft Plan. This soundness check is completed after the comments come back from the inspector for the Emerging Local Plan (his comments are binding).

Councillors agreed that to delay working on the Plan would be detrimental to delivering an updated Plan as soon as possible. The Emerging Local Plan is due to be adopted within the final quarter of next year (2022). The Timeline for NHP2 is currently 18 months.

## **CORRESPONDENCE**

16. None

## **MINUTES OF MEETING**

17. **RESOLVED THAT THE MINUTES OF THE NEIGHBOURHOOD PLAN ON HELD ON 27 JULY 2021 BE ADOPTED AND SIGNED.** The Minutes were adopted and duly signed.

## **PROJECT PLAN**

18. Councillors agreed the Project Plan and timeline with no comments or concerns.

## **WORKSHOP BRIEFING NOTES**

19. Councillors approved the Workshop dates and subjects. There will be a total of 8 Workshops and 4 Focus Groups, the first Workshop will be 'Living in Highworth', and is scheduled for Saturday 18 September 2021 in the Community Room, Council Offices.

## PODIUM EVENT

20. The Podium Event is scheduled for Saturday 11 September 2021; to reintroduce people to The Neighbourhood Plan and display boards will be used to capture the key dates of upcoming Workshops along with showcasing the achievements of the previous NHP.  
A visual Road Map outlining the journey of the process will be created, Councillor P Newton-Smith is to liaise with Anne Messer.  
Councillor P Newton-Smith will investigate the costings of purchasing display banners and liaise with the Town Clerk.

## COMMUNICATION AND ENGAGEMENT

21. Councillor (Miss) J Murphy is to engage with Robin Clegg to create a Communication Plan for the whole of the NHP. Priority is for the Podium Event to be advertised.

## AUDIT WORK

22. The following areas will be covered as part of the Audit:
- List policy points from Emerging Plan
  - Types of Business
  - Development Sites
  - Community Facilities
  - Community infrastructure priorities to be funded from developer contribution
  - Local Green Spaces
  - Open Space
  - Regionally important geological sites
  - Areas of Local Wildlife and Biodiversity
  - Organised Clubs and Activities
  - Housing and Employment Land Distribution in Swindon
  - Statistics: Age structure
    - Industry worked
    - Qualifications
    - Shared Ownership/Affordable Housing
    - Average house prices
    - Travel to work
    - Place of work by LA

In addition to this the following will potentially be added: footpaths and cycle routes; charging stations; adequacy of schools; medical facilities; youth facilities.

Councillor K Smith will investigate Lower Layer Super Output Area (LLSOA).

Councillor K Smith to liaise with the Committee to allocate tasks, the Town Clerk is to update the Project Plan.

## **MEMBERS BUSINESS**

23. Councillor (Miss) J Murphy: The NHP Committee discussed the option of seeking legal advice to ensure the Emerging Local Plan is legally compliant. It was agreed this obligation falls to the Inspector.

## **DATE OF NEXT MEETING**

24. Tuesday 28 September 2021 @ 10.00am

**Meeting closed at 11.13am**

## Action Points

- Councillor P Newton-Smith to liaise with Anne Messer and design and produce a Road Map.
- Councillor P Newton-Smith to investigate what banners are available with costings.
- Councillor (Miss) J Murphy to engage with Robin Clegg to produce a Communication Plan.
- Councillor K Smith to allocate audit tasks to the group and update the Town Clerk.