



Highworth Town Council

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NP.01

MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE TUESDAY 27 JULY 2021

PRESENT

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

Councillors: N Gardiner
P Newton-Smith
K Smith
K Saunders
(Mrs) L Vardy
R Williams

IN ATTENDANCE

1 Member of the Public



Highworth is a Fair Trade Town



Twinned with Wassenberg



Twinned with Pontorson

APOLOGIES

01. Councillors (Mrs) K Barber and Councillor A Bishop

DECLARATIONS OF INTEREST

02. None

ELECTION OF A CHAIRMAN

03. Resolved by Councillor P Newton-Smith and Seconded by Councillor K Smith that Councillor (Miss) J Murphy be reappointed as Chairman. Councillor (Miss) J Murphy was duly appointed as Chairman and remained in the Chair.

ELECTION OF A DEPUTY CHAIRMAN

04. Resolved by Councillor P Newton-Smith and Seconded by Councillor (Miss) J Murphy that Councillor K Smith be reappointed as Deputy Chairman. Councillor K Smith was duly appointed as Deputy Chairman.

PUBLIC QUESTION TIME

05. None

CORRESPONDENCE

06. None

MINUTES OF MEETING

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

CO-OPT MEMBERS

08. Three members of the Public were put forward to be co-opted onto the Neighbourhood Plan Committee. Councillors unanimously agreed it is more appropriate to call on their expertise as and when required. The Town Clerk is to notify them of this decision.

PROJECT UPDATE

- 09.
- a. The current Neighbourhood Plan (NHP) is being updated to fit within the new structure.
 - b. The Project Plan is to be reviewed at each NHP Meeting.
 - c. Visit Highworth Limited has given a verbal agreement that they will support us.

- d. The Town Clerk is to circulate the review that was held in 2020 of the current Plan.

NEXT STEPS

- 10.
 - a. The Chairman and Deputy Chairman are to identify tasks to reach the key milestones to be identified in the Project Plan.
 - b. Councillors to advise of their skills and areas of interest to the Chair and Clerk, to assist with updating the NHP.
 - c. Assign tasks to individuals/groups.
 - d. Subgroups to discuss what is needed in each area and report back.
 - e. Meeting to be held with Anne Messer to finalise Workshops.
 - f. Apply for Grant Funding.
 - g. Review the SWOT analysis previously completed in 2013, this is to be a future Agenda item.
 - h. Noticeboards are to be displayed at Saturday Market to provide information to residents regarding the NHP review.
 - i. The Project Plan Timeline of key milestones is to be circulated once completed by the Town Clerk.
 - j. Meeting to be held with Robin Clegg to agree PR timetable.
 - k. Councillor K Smith is to write an article for The Link to be written and submitted to the editor.
 - l. The NHP review is to be undertaken by Dr Andrea Pellegram.

Resolved by Councillor K Saunders and Seconded by Councillor P Newton-Smith to contact Dr Andrea Pellegram to review current Neighbourhood Plan with Development plan considering the emerging local plan in the analysis and provide a report, at a cost of £500.00.

MEMBERS' BUSINESS

- 11. Councillor K Saunders: The Town Clerk is to investigate a 'Memorandum of Understanding' with Swindon Borough Council.

DATE OF NEXT MEETING

- 12. 24 August 2021 @ 10.00am

Meeting closed at 11.03am

Action Points

- The Town Clerk is to correspond with the three members of public who put themselves forward to be a co-opt member.
- Councillor (Miss) J Murphy and Councillor K Smith to meet with Anne Messer to finalise workshops.
- Councillor (Miss) J Murphy and Councillor K Smith to meet with Robin Clegg to agree PR.
- Councillor (Miss) J Murphy to work with the Clerk/Assistant Clerk to add individual tasks to reach key milestones into the project plan.
- Councillor K Smith to prepare the Link article.
- The Town Clerk to investigate a 'Memorandum of Understanding' with Swindon Borough Council.
- The Town Clerk to circulate the review that was held in 2020 of the current Plan identifying policies.
- Revisit SWOT Analysis (2013) is to be a future Agenda item.