



Highworth Town Council

Town Clerk: Mrs D Rose
01793 762377

admin@highworthtowncouncil.gov.uk
www.highworthtowncouncil.gov.uk

Council Offices
3 Gilberts Lane
Highworth
Swindon
Wiltshire
SN6 7FB

NP.11

MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE TUESDAY 28 SEPTEMBER 2021

PRESENT

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

Councillors: N Gardiner
P Newton-Smith
R Williams

Town Clerk: D Rose

IN ATTENDANCE

1 Member of the Public



Highworth is a Fair Trade Town



Twinned with Wassenberg



Twinned with Pontorson

APOLOGIES

31. Councillors (Mrs) K Barber, K Saunders, K Smith and (Mrs) L Vardy

DECLARATIONS OF INTEREST

32. None

PUBLIC QUESTION TIME

33. None

CORRESPONDENCE

34. An email has been received from a Trustee of Highworth Warneford School, requesting clarity of the Audit in reference to 'adequacy of schools'. Councillor K Smith is to respond directly.

MINUTES OF MEETING

35. **RESOLVED THAT THE MINUTES OF THE NEIGHBOURHOOD PLAN ON HELD ON THURSDAY 16 SEPTEMBER 2021 BE ADOPTED AND SIGNED.** The Minutes were adopted and duly signed.

EVALUATION OF WORKSHOP 1

36. Councillor (Miss) J Murphy thanked Anne Messer for assisting in preparation and facilitating at the Workshops, along with the Town Clerk and, Councillors K Saunders, K Smith, N Gardiner and R Williams in assisting at the Workshop or in the Market.

The Committee evaluated Workshop 1 and the following points are to be taken into consideration for future Workshops:

- Overall, very positive feedback, 69 forms were received
- Material arranged to accommodate the flow of movement
- When asking for preferences try not to restrict how many people can choose
- Be clear with the instructions
- Look at giving feedback from the first Workshop as soon as the Online Survey is completed
- Online Survey to be scheduled

Workshop 3 scheduled for Friday 22 October 2021 is to be held on a Saturday to be confirmed instead and the associated focus group on Thursday 7 October 2021 will be re-scheduled in tandem.

OBJECTIVES

37. The next Focus Group arranged for Thursday 30 September 2021 "Protecting Highworth Area", is to be rescheduled due to the limited number of possible attendees from the Ramblers Group Councillors unanimously agreed to rescheduled to Thursday 11 November 2021. A visual Landscape Assessment is

required following the evidence collected from this Focus Group. The Assessment will require approval due to the cost implication at Full Council. Councillor (Miss) J Murphy is to contact Blunston Parish Council to identify who they used for their Landscape Visual Assessment and to obtain some indicative costs.

Workshop 2 – “Getting Around Highworth and Shopping in Highworth”, the content was reviewed with minor amendments. Councillor N Gardiner to amend prior to the Workshop on Saturday.

WORKSHOP 4 - LEAD

38. Councillor (Miss) J Murphy to confirm with Councillor (Mrs) L Vardy whether she would like to lead on Workshop 4 “Community in Highworth Area” which includes Arts and Culture. Councillor P Newton-Smith and Councillor R Williams will also assist.

CONSULTANT

39. The Town Clerk advised the Neighbourhood Plan Committee the Consultant Brief has been emailed to possible Consultants with a timeframe of two weeks to respond. Grant Funding will be applied once a Consultant has been appointed.

MEMBERS' BUSINESS

40. None

DATE OF NEXT MEETING

41. Tuesday 26 October 2021 @ 10.00am

Meeting closed at 11.34 am

Action Points

- Councillor K Smith to reply to an email from a member of the Public
- The Town Clerk to add approval of Landscape Architect to the November Full Council Agenda
- Workshop 2 content to be amended by Councillor N Gardiner
- Councillor (Miss) J Murphy to confirm Workshop 4 Lead with Councillor (Mrs) L Vardy
- Councillor (Miss) J Murphy to contact Blunston Parish Council to identify who they used for their Landscape Visual Assessment and to obtain some indicative costs.
- Town Clerk to publish the online Survey for Workshop 1