



Twinned with Pontorson



Twinned with Wassenberg

3 GILBERTS LANE  
HIGHWORTH SN6 7FB  
01793 762377

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**NEIGHBOURHOOD PLAN COMMITTEE MINUTES  
TUESDAY 28 JUNE 2022 @ 10.00 AM**

<b>Present:</b>	
<b>Councillors:</b>	(Ms) J Murphy (Chair), A Bishop, P Newton-Smith, K Saunders, K Smith, (Mrs) L Vardy, R Williams
<b>Town Clerk</b>	(Mrs) D Rose
<b>Members of the Public:</b>	1
<b>Apologies:</b>	Councillor G Dennis, K Barber, N Gardiner

		Action
1	<b>DECLARATIONS OF INTEREST:</b>  None	
2	<b>PUBLIC QUESTION TIME: (Maximum 10 Minutes)</b>  None	
3	<b>MINUTES OF THE MEETING:</b>  <b>RESOLVED</b> to confirm and sign the Minutes of the Neighbourhood Plan Committee Meeting dated Tuesday 22 March 2022.  <b>MATTERS ARISING UPDATE:</b>  Councillor K Saunders advised a Perspex display holder had been located in the Community Centre, he is to speak to the trustees to request re-siting within the Community Centre to hold Workshop Questionnaires. Councillor K Saunders is to provide an update at the next Neighbourhood Plan Committee Meeting.	KS
4	<b>COMMITTEE TERMS OF REFERENCE:</b>  No amendments to the Terms of Reference were proposed and they were accepted by the Committee.	

NHP.1



Highworth is a Fair Trade Town

5	<p><b>RURAL HEALTH &amp; CARE PAPER:</b></p> <p>Councillor K Smith provided a brief overview of the Rural Health &amp; Care Paper (page 4) and 12 recommendations proposed and is to circulate the paper to Committee.</p> <p>Councillor K Smith is to draft a letter to the Practice Manager at Highworth Surgery in relation to evidencing capacity and additional requirements.</p>	KSM  KSM
6	<p><b>UPDATE ON NEIGHBOURHOOD PLAN TIMELINE:</b></p> <p>The Town Clerk and Chairman met with the Consultant and updated the timeline.</p> <p><b>RESOLVED</b> by Councillor K Smith, Seconded by Councillor K Saunders to continue to work towards a two-stage approach. Voting was unanimous and the Resolution was duly carried.</p>	
7	<p><b>F CLASS USE:</b></p> <p>The Town Clerk is to contact Councillor K Barber to ascertain if she is still undertaking this Report.</p>	DR
8	<p><b>CONSULTANT:</b></p> <p>The Consultant is currently writing the Cycling and Environmental Policies.</p> <p>The Town Clerk is to circulate the Consultants Draft Review Document to all Committee Members.</p> <p><b>RESOLVED</b> by Councillor K Smith, Seconded by Councillor P Newton-Smith to close off Workshops 1, 2 and 3 and provide the evidence to the Consultant. Workshop 4 is to be closed in a couple of weeks and Workshop 5 at the end of August 2022 to enable the Consultant to plan workload in July 2022. Voting was unanimous and the Resolution was duly carried.</p>	DR  DR
9	<p><b>AUDIT WORK:</b></p> <p>The Chairman thanked G Llewellyn for the high level report tabled (pages 5-7) and thanked him for his work to date. G Llewellyn is to include Councillor K Smith in all correspondence going forward.</p>	GL
10	<p><b>GRANT APPLICATION:</b></p> <p>The Town Clerk and Chairman met with ACOM Localities, to request additional funding of £10,000.00 for design codes and technical support. A response is expected within 2-4 weeks.</p>	
11	<p><b>WORKSHOP 'DROP IN' SESSION:</b></p> <p>The Chairman thanked everyone who helped with the Workshop. 9 businesses attended the initial 'drop-in' session held on Thursday 14 April 2022. Councillor (Mrs) L Vardy is to deliver the surveys to the local businesses.</p>	LV

12	<p><b>WORKSHOP 5:</b></p> <p>The Chairman advised there will be two further Workshops on Valued Landscapes and Open Spaces. The dates are Saturday 2 July and Saturday 23 July 2022 to take place during the Saturday Market.</p> <p>The Town Clerk is to gather the information following the Saturday 23 July 2022 Survey and prepare a report of the findings to the next meeting.</p>	DR
13	<p><b>OLD GOLF COURSE SITE:</b></p> <p><b>RESOLVED</b> by Councillor R Williams, Seconded by Councillor K Saunders to set up a Working Group to prepare the documentation for a Public Consultation. The following Councillors were elected to the Working Group (Ms) J Murphy, K Saunders, (Mrs) L Vardy, R Williams. Voting was unanimous and the Resolution was duly carried.</p> <p>The Working Group is to agree a date/venue for the initial meeting and report back to the next Neighbourhood Plan Committee.</p>	DR
14	<p><b>LANDSCAPE ARCHITECT:</b></p> <p><b>RESOLVED</b> by Councillor R Williams, Seconded by Councillor K Saunders to instruct a Landscape Architect to work on findings of the Workshop 5 Valued Landscapes and Open Spaces. Voting was unanimous and the Resolution was duly carried.</p>	
15	<p><b>GILBERTS LANE COMPETITION:</b></p> <p>Councillor K Smith provided a brief update on the Workshop 4 competition. The competition was to receive ideas for the future of Gilberts Lane. The Winner of the Competition prepared a Microsoft Power-Point presentation of ideas. Councillor K Smith to circulate the winning entry to the Committee Members.</p> <p>The presentation is to be a future Agenda item to be discussed.</p>	KSM  DR
16	<p><b>LINK MAGAZINE:</b></p> <p>Councillor K Smith is to prepare the article for the September 2022 Link Magazine to update residents noting the deadline of 1 August 2022.</p>	KSM
17	<p><b>MEMBERS BUSINESS</b></p> <p>The Town Clerk advised Councillor P Newton-Smith would be standing down from the Committee effective immediately. The Chairman thanked him for his hard work and support.</p>	
18	<p><b>Meeting Closed 11.20am</b></p>	