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**NEIGHBOURHOOD PLAN COMMITTEE MINUTES  
TUESDAY 27<sup>th</sup> September 2022 @ 10.00 AM**

<b>Present:</b>	
<b>Councillors:</b>	(Ms) J Murphy (Chairman), A Bishop, K Saunders, K Smith, R Williams and (Mrs) L Vardy
<b>Town Clerk:</b>	(Mrs) D Rose
<b>Members of the Public:</b>	1
<b>Apologies:</b>	(Mrs) K Barber

		Action
28	<b>DECLARATIONS OF INTEREST:</b> None	
29	<b>PUBLIC QUESTION TIME: (Maximum 10 Minutes)</b> None	
30	<b>MINUTES OF THE MEETING:</b> <b>RESOLVED</b> to confirm and sign the Minutes of the Neighbourhood Plan Committee Meeting dated Tuesday 26 <sup>th</sup> July 2022.	
31	<b>AECOM – DESIGN CODE:</b> On Wednesday 14 <sup>th</sup> September 2022 the Neighbourhood Plan Consultant, Town Clerk and Councillors K Smith and (Ms) J Murphy met with two members from AECOM.  The purpose of the site visit was for them to get an understanding of the town so they could create design codes (parameters) that would be incorporated into the updated Neighbourhood Plan. This will set out how new development in the town would look, for example what materials should be used, this will be specific to different character areas of the town.  A draft document is being prepared and once available it will be shared with the Committee.	

NHP.7

32	<p><b>ECOLOGICAL APPRAISAL:</b></p> <p>The Ecological Survey of the Old Golf Course has been completed and the report is expected next week. The report will be an agenda item at the next Neighbourhood Plan Committee Meeting.</p>	DR
33	<p><b>SURGERY PROVISION</b></p> <p>The Town Clerk and Councillor K Smith met with representatives from Westrop Medical Practice (WMP).</p> <p>Future development within the town and how this would impact the service currently provided was discussed, the Town Clerk has requested from the Consultant what evidence is required to support the expansion of this service within the Neighbourhood Plan.</p> <p>The Neighbourhood Plan Committee requested the update to be shared with residents and a communication will be prepared and sent to WMP for approval.</p>	DR KSM
34	<p><b>OLD GOLF COURSE WORKING PARTY (OGC):</b></p> <p>The OGC Working Party last met on the Monday 22<sup>nd</sup> August 2022. The main focus being the Public Consultation. The actions from the meeting were for the Councillors of the Working Party to draft a consultation survey and propose a date for the consultation to take place. The results from the Ecological Survey will determine if any further questions are required within the survey.</p>	
35	<p><b>AUDIT WORK:</b></p> <p>Councillors K Smith reported the land use survey which includes Sheep Street, the High Street and Swindon Street has been completed.</p> <p>An audit of the shops within the town, outside of the scope of the High Street and Swindon Street has been completed as a separate paper along with a separate survey of Blackworth Industrial Estate using Standard Industrial Classification (SIC). The Town Clerk is to forward this data to the Consultant.</p> <p>117 photos of the buildings in the High Street and Swindon Street have also been catalogued, capturing the shop fronts and first floor.</p>	DR
36	<p><b>WORKSHOP SUMMARIES:</b></p> <p>Councillors unanimously approved the Workshop summaries listed below, which will form appendices to the Neighbourhood Plan document and will be published on the website.</p> <ul style="list-style-type: none"> <li>a. Workshop 1 – Living in Highworth</li> <li>b. Workshop 2 – Getting Around Highworth</li> <li>c. Workshop 3 – Community in Highworth</li> <li>d. Workshop 5 – Protecting Highworth</li> </ul> <p>The Town Clerk is to amend the draft Workshop 5 to the same format as Workshop 1,2,3.</p>	DR DR

37	<b>WORKSHOP 4 – Improving Highworth</b> Councillors (Ms) J Murphy, K Smith and K Saunders are to summarise the workshop 4 results to be approved at the next meeting.	JM/KSM /KS
38	<b>ACTION LIST:</b> Tasks were assigned to Committee Members and are an appendix to these minutes.	ALL
39	<b>LINK MAGAZINE:</b> Councillor (Ms) J Murphy is to prepare the article for the next edition of the Link Magazine.	JM
40	<b>MEMBERS BUSINESS:</b> <u>Councillor K Smith:</u> Is to call Localities to request advice on potential funding for a landscape architect.	KSM
<b>Meeting Closed 11:14am</b>		

Signed: ..... Date: .....