

**WEST CHILTINGTON PARISH COUNCIL  
Neighbourhood Plan Steering Group  
#28 Meeting  
on Thursday 7<sup>th</sup> June 2018 at 3pm  
Venue: Parish Council Reading Room**

**Present:** M Monks, S Davis, Maureen Chaffe (Process Matters), Debbie Jarvie (Assistant Parish Clerk)

1. **Appoint Chairman for the meeting** - MMonks was appointed
2. **Apologies for absence** - J Fryer
3. **Declarations of interest** - The Neighbourhood Plan Steering Group Committee can only make proposals, not decisions on matters relating to the Neighbourhood Plan. Any such proposals will be referred to the Parish Council for decision.
4. **Update on AECOM/HDC** -  
**AECOM** - We have been chasing AECOM and this is now overdue and stalling our progress. We have been told that it would be here by week ending 8<sup>th</sup> June. Not yet received.  
**HDC** - Awaiting response, no indication of when this will arrive.
5. **Review and reflect on current situation**  
 Guidance has been given that we couldn't have less than 6 houses. We now understand that we can and would like to include Chiltons development which has been approved by HDC.
6. **Plan campaign for replies** -

Updated table below;

Action Raised	Actioned By	Current Situation 7/6/2018
<b>Steele Close</b> - Not included in NP on a technicality from HDC. All paperwork submitting dates that the site was first introduced have been previously submitted. WCPC confirm that the site was put into the NP before any permissions had been given	<b>HDC</b> - to revisit previously submitted paperwork to clarify position and confirm that Steele Close can be included in NP. WCPC to be advised.	Outstanding

<p><b>Separation Zone -</b> HDC had not specifically recognised the zone in WC Parish. WCPC have already completed paperwork justifying the zones and concerned that HDC has omitted this important detail.</p>	<p><b>NK (HDC) -</b> To go back through paperwork and look at evidence and the 2 appeal cases within the separation zone. WCPC to be advised of outcome</p>	<p>Outstanding</p>
<p><b>Builds of 3/4/5 Houses -</b> Conversation referred to with Ivan (Locality) who advised small housing developments could be included in the NP.</p>	<p><b>NK (HDC) -</b> To contact Ivan and discuss his email to us concerning smaller builds. Advise WCPC of outcome.</p>	<p>Outstanding</p>
<p><b>Builds of 3/4/5 Houses -</b> brought to HDC attention the wording in their SHELAA document page 3 Executive Summary which indicates Parish Councils may wish to use SHELAA as evidence base for their NP and page 6 under heading Important Information about the SHELAA. This indicates that sites below the threshold of 6 will continue to come forward through neighbourhood planning.</p>	<p><b>HDC -</b> To review this paragraph in SHELAA</p>	<p>Outstanding</p>
<p><b>Consultation Document -</b> Need document to show who we consulted</p>	<p><b>MC -</b> To provide documentation</p>	<p>Completed and sent to NK on 4/5/2018. Acknowledgment received.</p>

<p><b>Hatches Estate / Hatches House</b> - Confusion between the 2 sites from HDC response Reg 14 document, wrong information on the most recent document causing major concerns as inaccurate but posted for public to see. The former is an agricultural business, the latter is a grass paddock</p>	<p><b>NK (HDC)</b> - To revisit comments and ensure clarity on the two sites. Retraction and amendments to be issued. WCPC to be advised when completed.</p>	<p>Outstanding</p>
<p><b>Concerns over inaccurate statements</b> - WCPC to highlight and re-send to HDC</p>	<p><b>WCPC</b> - To review HDC reply document and highlight areas of concern  <b>HDC</b> - To retract statements made once consideration of the above has been made</p>	<p>Completed and sent to HDC on 4/5/2018</p>
<p><b>AECOM report</b> - Expected mid May</p>	<p><b>MC/WCPC</b> - To review on receipt</p>	<p>Not yet received</p>

7. **Date of next meeting**  
Tuesday 19<sup>th</sup> June 2018 at 4pm.