

WEST CHILTINGTON PARISH COUNCIL
Neighbourhood Plan Steering Group #17 Meeting
at 5.30 pm on Wednesday 9th August 2017
Venue: Parish Council Reading Room

Present: Councillors M Monks, T Kensett, R Gustar & S Davis, Parish Clerk, Anna Chambers; Maureen Chaffe, Judy Fryer, Barbara Childs (HDC) and Norman Kwan (HDC)

1. **Appoint Chairman for the meeting** - Marshall Monks was appointed
2. **Apologies for absence** - there were no apologies
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. **Review HDC comments on Draft Neighbourhood Plan**
 - Comments were reviewed and are to be updated by MC
 - The format of the plan should differentiate more between policies and text in a more definitive way
 - Maps to be full size (A3) when complete and published
 - AiRS survey is a snapshot in time dated 2014, therefore to support the NP it needs to be updated and further supporting evidence provided - MM & MC to undertake
 - NK to source a template for an Infrastructure Delivery Plan and forward it to WCPC
 - HDC offered to continue with their support in NP preparations to the stage of Regulation 16
5. **Identify & agree next steps**
 - Develop approach and suitable format for Housing Needs Assessment - MM & MC
6. **Date of next meeting**

TBC