**Sutton Benger Neighbourhood Development Plan (NDP)**

**Meeting of the Core Working Group – Monday 9th May 2016**

**Time & Location – Hill View House @ 20:00hrs**

**Minutes**

**1. Approval of Minutes from Core Working Group Meeting on 20th April 2016**

Minutes approved.

**2. Actions arising from Core Working Group Meeting on 20th April 2016**

Deferred, BW agreed to circulate outstanding action points. (Action: BW)

**3. NDP Report Structure**

3.1 Using Pewsey NDP as a reference.

After discussion it was agreed that the Pewsey NDP is an excellent exemplar to follow. Discussion followed regarding queries raised by PC, most of which were answered satisfactorily.

Discussion ensued regarding the timespan to be covered by the Sutton Benger NDP. BW agreed to query the issue with Louise Tilsed at Wiltshire Council. That action is complete with Louise recommending a minimum timescale of 15 years. The e-mail from Louise appears at the bottom of these minutes.

BW also agreed to check whether the following assessments are required:

* Environmental
* Sustainability

Responses are as detailed in the e-mail from Louise, as detailed below.

BW agreed to research contact details for the Archeology Officer. Louise replied as follows: *We have an archaeology team based at the History Centre in Chippenham. The team leader is Melanie Pommeroy-Killinger. I will contact Melanie about your request.*

Jo agreed to have an informal discussion with Cotswold Archeology. (Action: JW)

**4. Meeting of 18 May**

Following discussion regarding the meeting with parishioners who could know which areas of land belong to who, it was agreed that Jo would meet various parishioners on an informal basis. (Action: JW)

Hugh agreed to print a map for use by Jo, Hugh also agreed to deliver it to Jo. (Action HB)

**5. Questionnaire**

The questionnaire is to be circulated before the 30th June 2016.

It was agreed one of the questions should be:

*‘If there was to be a developers contribution, then what should it be for’?*

**6. Other Issues**

The Affordable Housing Policy was briefly discussed with Kathy agreeing to check who is responsible as well as providing a copy to the Core Group. (Action: KS)

KS agreed to contact Joan Cocker with regard to her input for the questionnaire. (Action KS)

BW agreed to act as the lead on the Transport & Highways Sub-Group. (Action|: BW)

**5. Date, Time & Location of Next Core Group Meeting**

9th June 2016 @ May Tree House

*Following is the e-mail exchange with Louise Tilsed:*

*Barry*

*Thank-you for getting back to me.*

*In  answer to your questions:*

*1.      The National Planning Policy Framework (NPPF) advises that development plans cover a period of at least 15 years. Some NDPs have a timescale of longer than 15 years. It is up to the group to decide.*

*2.      &*

*3.      It is important that your neighbourhood plan meets the prescribed ‘basic conditions’.**One of the ‘basic conditions’ that will be tested by the independent examiner is whether the making of a neighbourhood plan is compatible with EU obligations, which includes those under the EU SEA Directive. It is therefore imperative that the Qualifying Body has had it confirmed by Wiltshire Council whether or not their plan requires SEA* ***before a draft plan has been produced.*** *If an SEA is required, it will need to show how it has influenced the plan as part of an iterative process – it can be time consuming to produce and cannot be undertaken retrospectively.*

*Another ‘basic condition’ is how the plan will ‘contribute to achieving sustainable development’. This can be shown through undertaking a Sustainability Appraisal (SA). Although SA is not a legal requirement for neighbourhood plans, it is useful for showing how social, environmental and economic objectives have been considered in the plan-making, therefore demonstrating how this ‘basic condition’ has been met. The SA process follows exactly the same process as SEA, and as such can incorporate SEA requirements. Wiltshire Council has produced a SEA Guide* [*http://www.wiltshire.gov.uk/sea-guide-december-2015.pdf*](http://www.wiltshire.gov.uk/sea-guide-december-2015.pdf) *and SEA Neighbourhood Planning Guidance Note* [*http://www.wiltshire.gov.uk/sea-neighbourhood-planning-guidance-note-december-2015.pdf*](http://www.wiltshire.gov.uk/sea-neighbourhood-planning-guidance-note-december-2015.pdf) *which  I would advise you  take a look at.*

*4.      We have an archaeology team based at the History Centre in Chippenham. The team leader is Melanie Pommeroy-Killinger. I will contact Melanie about your request.*

*I would be happy to come out to meet with you to discuss any of these issues.*

*Regards*

*Louise*

*Louise Tilsed*

*Senior Planning Officer*

*Economic Development and Planning*

***From:*** *Barry Worth [**mailto:bazworth@yahoo.com**]****Sent:*** *12 May 2016 14:28****To:*** *Tilsed, Louise****Subject:*** *Re: Sutton Benger NDP Settlement Boundaries*

*Hi Louise*

*Apparently the Parish Council was consulted but chose not to change the boundary.*

*Whilst writing to you, we have a few questions that have arisen of late:*

*1.  We are debating the period over which our NDP should be valid, would ten or perhaps fifteen years be sufficient along with a 5-year review clause?*

*2.  Is an Environmental Assessment a must-have within the NDP?*

*3.  Is a Sustainability Assessment a must-have within the NDP?*

*4.  Are you able please to put us in contact with the Wiltshire Heritage Officer as we want to enquire about an Archeological Survey?*

*We look forward to hearing from you.*

*With kind regards*

*Barry*