

Present : Cllr Colin Winder (CW – WTC **CW**), Maureen Emery (Wincanton TC **ME**), Muriel Cairns (LIC **MC**), Chuck Downton (WIC **CD**), Richard D’Arcy (WIC **RD**), Tim Adams, (B&CP **TA**), Matt Day, (Consultant **MD**), Martin Russell (WTC **MR**), Nigel Engert (Resident **NE**), John Hayden (WTC **JH**), David Norris (Town Team **DN**)

Apols: John Smith, Bryony Loader, Howard Ellard

1. Welcome

Colin Winder welcomed everyone and asked for official nomination for chairman of the group. David Norris nominated Colin Winder. This was seconded by Nigel Engert and agreed by the group. – Unanimous decision.

2. Discuss and agree the Terms of Reference for the Steering Group

Tim Adams requested clarification on the role of the surrounding parishes. CW explained that the area formally designated for the Neighbourhood Plan was confined to the parish boundary. There is a desire and commitment to work with surrounding parishes, provide regular updates, include residents views in consultation events etc but the referendum that will be the mechanism for agreeing the plan will be restricted to residents of Wincanton. – **Tim Adams left the meeting after this item**

Terms of Reference were agreed subject to the following changes:-

- a) Schools should be represented – ACTION – Letter to Chair of Governors for each school requesting a nominated representative CW
- b) Identify someone to represent the businesses on the industrial estates. – ACTION - MD & CW to approach possible representatives.
- c) Set quorum for meetings/decisions of 5 people. ACTION – TC to amend and circulate with the notes.

3. Progress update

- a) Funding – Grant award from Locality of £3409 as part of Government bridging funds to help with Neighbourhood Plans. Funding is specifically for bringing in consultant support and needs to be spent by the end of March. WTC discussions about precept are ongoing. The next step is to produce a project plan with some indicative costs to identify the need for funds.
- b) External support – Matt Day introduced himself and gave some details about previous experience of supporting the NP process in Shepton Mallet. Initial focus of Matt’s work will be to analyse the evidence that has already been gathered through the Local Plan process and locally through surgeries, surveys and WPP consultations in order to identify gaps. Matt will then be able to help the steering group design a consultation process to fill in any gaps identified and develop the evidence base further.
- c) Local Plan – Inspector has agreed the plan subject to the modifications. SSDC will now work on more detailed site specific allocations and a review of the need for housing and employment land within the next 3 years. This work and the NP process should be mutually beneficial.

- d) Planning applications – Nothing significant to report. The NP process will not prevent applications being determined and there will be a need to monitor significant applications throughout the process.

4. Process Chart

MD talked through the process chart which has been produced in order to identify the key stages and possible timescales. Timescales are indicative and more detail can be added as the Steering group agrees the detail of the consultation process etc.

5. Theme Lead – Roles for SG members

The group agreed that SG members should be involved in the research strands that are of interest to them. The following themes were agreed and lead SG members allocated.

Community and Education – David Norris

Transport – Colin Winder

Health/Medical – Nigel Engert (suggested in his absence)

Business – Howard Ellard (suggested in his absence)

Housing – John Hayden

Tourism – Muriel Cairns

High Street – John Smith/Vicki Vagg/Maureen Emery

Matt Day will produce some guidance about research and evidence gathering. To be presented at the next meeting.

6. Dates for future meetings

It was agreed that the group should meet monthly at 6.30pm on the 1st Tuesday of the month at Main Meeting Room, Churchfields.

Tuesday 3rd February

Tuesday 3rd March

Tuesday 7th April

Tuesday 5th May