

**Claverton Neighbourhood Plan  
Steering Committee Meeting held on 24th November 2017 at St Mary's Church**

**Committee members present:**

Vi Jensen, Chair and Parish Councillor,  
Glennis Naylor - Parish Councillor,  
Peter Dunn, Pumping Station

Julian Potts, Parish Resident  
Andrew Sergeant, Parish Resident  
Sam Worrall, Boater Outreach Officer

**Others present:**

George Blanchard, B&NES Planning Officer  
Stella Alford - St Mary's Church

Lesley Watkinson, Parish clerk (Minute Taker)

	<b>Actions</b>
<p><b>Welcome and Introduction</b> Vi Jensen welcomed everyone to the first Claverton Neighbourhood Plan Steering Committee (CNPSC) meeting.</p>	
<p><b>Apologies</b> Apologies received from Julian Blades (American Museum), Isabelle Ficker (Parish Resident) and Jonty Frith (St Mary's Church). Stella Alford attended in Jonty's absence to represent St Mary's Church. In interests of continuity, Stella will step in for Jonty when he cannot attend.</p>	
<p><b>Steering Committee Terms of Reference and Ground Rules</b> The steering committee terms of reference had been circulated in advance and agreed by all. Vi Jensen elected chair of CNPSC. Although meetings are monthly, in December all agreed the committee will not meet in person, though there will be communication and actions sent via email.</p>	
<p><b>Overview of Neighbourhood Planning Process</b> George Blanchard spoke about the benefits of creating a Neighbourhood Plan and that as B&amp;NES Planning Officer he will assist us through the process. The Neighbourhood Plan is potentially a powerful tool for communities. Once adopted, it becomes part of B&amp;NES Development Plan. The plan allows the local community to create a vision and planning policies for the use and development of land in a neighbourhood and is developed based on what is important to local people. However the plan must confirm with the strategic policies in the Core Strategy and the national planning policy framework.</p> <p>George's key tips for success are to: focus on relevance to Parish and be open in our communication with the Parish.</p> <p>B&amp;NES are currently consulting on their new Local Plan.</p>	
<p><b>Outline Timetable</b> Members of CNPSC reviewed an overview of the Neighbourhood Plan timetable. The timescale is ambitious but achievable as Claverton is a small but determined Parish. A detailed timetable will be sent to committee members by email. The policies listed on the timetable are for example only, actual policies will follow from the outcome of the questionnaire.</p>	VJ
<p><b>Progress to date</b> Vi Jensen and Glennis Naylor have prepared the initial research and have already made contact with other Parishes who are at various stages of preparing their own Neighbourhood Plan. Vi Jensen has applied for a grant to cover the costs of Neighbourhood Plan and is awaiting outcome. The next key task is to send out the Questionnaire to Claverton Parish stakeholders.</p>	

	Actions
<p><b>Questionnaire</b> Claverton Parish Council approved the Neighbourhood Plan Questionnaire (subject to feedback and amendments by the CNPSC) at its November Ordinary Meeting, held on 8th November 2017.</p> <p>The Questionnaire was reviewed by the committee and minor amendments made to improve clarity.</p> <p>It is intended that the questionnaire is sent out 1st December, to be returned by 10th December.</p> <p>We must have a clear evidence trail of delivery of questionnaires.</p> <p>All Parish residents and property and land owners will be sent the questionnaire. It was agreed that volunteers at American Museum and Pumping Station, the non-resident parishioners of St Mary's should also be given the opportunity to complete the questionnaire.</p> <p>Sam Worrall will deliver questionnaires to boating community and will provide Vi Jensen with the distribution list of boating community.</p> <p>Pete Dunn to distribute questionnaires to Pumping station volunteers by email and copying in Vi Jensen.</p> <p>Copy of final questionnaire to be sent to Stella by Thur 30th November so it can be brought before St May's PCC meeting. Stella to follow up with Vi Jensen on how to appropriately distribute the questionnaires.</p> <p>Vi Jensen and Glennis Naylor will hand deliver hard copies of all other questionnaires (an email version is available on request, if preferred). Questionnaires will be delivered with an envelope to return completed questionnaires. A stamp addressed envelope will only be included when sent to addresses outside the actual village.</p>	<p>SW</p> <p>PD</p> <p>SA</p> <p>VJ/GN</p>
<p><b>Public Meeting</b> The American Museum has kindly offered to host the public meeting on 10/11th February. The public meeting will follow the analysis of the results of the returned questionnaires. The committee members will take forward specific tasks/roles to prepare for the meeting. The meeting is the opportunity to explain the confusing and sometimes baffling terminology.</p>	
<p><b>Any Other Business</b> None</p>	
<p><b>Next Steps</b></p> <ul style="list-style-type: none"> <li>• Evaluate responses to questionnaire</li> <li>• Determine the outline policies which may be adopted</li> <li>• Plan the outline of public meeting</li> </ul>	ALL
<p><b>Date of Next Meeting</b> There will be a communication via email from Vi Jensen on 14th December. Committee members to reply or acknowledge by 19th December.</p> <p>CNPSC will next meet at St Mary's Friday 12th January at 11.30.</p>	

