

Warminster Neighbourhood Plan

Minutes - Steering Group Meeting Wednesday 5th February 2025, 2pm-3pm Warminster Civic Centre

1. **Attendees:** Len Turner, Iain Perkins, Harriet James, Tom Dommett, Nick Earle, Lorraine Dobbins, Jeremy Stadward, Jon Ellis and Clare Collier.
Katie Lea and Vaughan Thompson – Place Studio.

Apologies

Cllr. Keeble, Cllr. Allensby, Cllr. Jones, Peter Ruscoe and Sam Hill

2. **Approval of the minutes from the last meeting, 13th November 2024** – the minutes were approved.
3. **Sign-off Site Assessment workshop report** - the report was approved subject to the following amendments being made to the appendix:
 - The area put forward by developers for Local Green Space is not the same as the area proposed by the town council. The parts where housing is proposed have the greatest contribution to the potential Local Green Space designation due to their heritage, biodiversity and public use value.
4. **Discuss and agree informal Site Assessment consultation programme including volunteer schedule**

The following programme for the Site Assessment consultation was agreed:

- Promotion of the consultation to commence on Thursday 13th February 2025.
- Online Consultation to run from Saturday 8th March to Sunday 6th April 2025.
- A drop-in event to be held at the Civic Centre on Saturday 8th March, 10am to 3pm. Members were invited to put their names forward to volunteer for the event.
- Clare to draw-up volunteer schedule for drop-in event. Members to confirm their availability. Four volunteers are needed in the consultation room and one volunteer to engage with visitors in the foyer.
- Promotional channels to be used – direct mail to neighbourhood plan mailing list and local school, social media, posters, press release. Advert to be placed in relaunched Warminster Journal, time permitting. Adverts in White Horse News and New Valley News to be considered.
- Participants at drop-in event to be encouraged to complete the survey online. Paper versions of the survey will be available for those that are unable to access the survey online.

- Analysis of the data be completed by the end of April 2025.
- Place Studio has drafted a summary leaflet for the public. Document to be shared with the steering group.

The proposed information boards for the drop-in event, drafted by Place Studio, were discussed. The following amendments were requested:

- Consultees at the drop-in event to be asked to complete a short survey rather than using a 'Post-it' system. Consultees to detail the reason(s) why they object to a site.
- Community Infrastructure Levy percentage figures to be included.
- Consultees home postcode to be data captured for analysis purposes.
- Two sets of maps to be displayed – one giving an overview of all sites and the second showing the preferred shortlisted sites.

5. AOB

Tom and Harriet have prepared a Climate Statement for the draft Neighbourhood Plan. Statement to be distributed to the Steering Group for comment.

6. Date of next meeting

Next meeting to be scheduled after the consultation data has been analysed (late April).