

MARKET LAVINGTON NEIGHBOURHOOD PLAN 2
STEERING GROUP MEETING 7pm 4 March 2025/003 – MINUTES

- 1. PRESENT:** Gerald Milward-Oliver (GMO) - Chair, Jacky Macqueen (JMac) – Vice-Chair, Ian Macqueen (IM), Trys Negus (TN), Penny Shearcroft (PS), Tony Archer (TA) – Market Lavington Parish Council, Duncan Poole (DP) – Market Lavington Parish Council, Chloe Stevens (CS) – Chair, Market Lavington Parish Council, and Carol Hackett (CH) and Tanya West (TW) - Clerk, Market Lavington Parish Council, secretarial support.

Eight members of the public (one arrived at 7.03pm).

APOLOGIES: Vicky Goddard (VG), Jack Mason (JM – no apologies provided).

GMO welcomed everyone to the meeting and introduced the new Parish Clerk (TW) and thanked the outgoing Parish Clerk (CH) for her help and support over the years.

- 2. Conflicts of Interest declared by those present**

Those members who had previously declared an interest confirmed that their interests remained the same: TA (son of owner of land at Superior Plants, including site recently sold and now with approval for four houses, and also discussing additional development with Feltham Properties); and PS (owns SHELAA site 3627 off Drove Lane (5.5 acres).

- 3. Minutes of Steering Group**

The minutes of the Steering Group meeting held on the 4th February, having been previously circulated to members, were approved and signed as a correct record.

- 4. Adjournment for Public Participation (1) – 7.02pm to 7.05pm**

A member of the public present asked if noise pollution will be considered as part of the assessment process.

GMO advised that all forms of pollution will be considered, including the impact of traffic noise on the environment. The resident clarified that it should not only be traffic noise but also that from construction and subsequently. GMO assured this would be included.

- 5. Matters arising from Market Lavington Parish Council (MLPC) meeting on 18th February 2025:**

- 5.1** Revised Terms of Reference for Steering Group – GMO reported that the MLPC had obtained legal advice and had updated the Terms of Reference document accordingly, a copy of which had been circulated to members of the Steering Group for information. The Parish Council was due to formally approve this document at their next meeting on 18th March 2025.

- 6. Drop-in event Saturday 1st March**

JMac reported that it was felt the event was a great success with 80 people attending (not including the Steering Group members). Many good questions were raised and points noted in the feedback forms. There was fair coverage of the demographic of the parish with a variation of ages and representation from all areas of the village.

The event was advertised on Facebook, posters and banners around the village, and by word of mouth.

Cakes were kindly provided and sold at the event by Museum volunteers.

GMO confirmed that he would collate the information obtained from the feedback forms, including contacting those people who had expressed an interest in helping with the project.

7. Other March drop-in consultation sessions

It was noted that the drop-in consultations sessions will continue throughout March, with the following dates and times proposed:

Wednesday 5th & 12th March 2pm to 5pm

Friday 7th & 28th March 10am to 2pm

Saturday 8th, 15th & 29th March 10am to 12 noon.

It was raised that some sessions should be held 'in the community' rather than the community having to make a special trip to the Old School. The following suggestions were made:

- The Green Dragon pub – CS to liaise with the publican for a suitable date.
- St Arbucks and Retrorelics had both confirmed they were happy to hold a session
- Outside the Co-op – The 29th March was suggested (with a notice of relocation on the Old School) as it was hoped the weather might be better.
- Youth Council – their next meeting is 13th March (JMac).
- St Barnabas – JMac liaising with them and will put together a version of the survey form for the children to complete.
- Lavington School – Likely better to get the head to explain the process and highlight the importance of the exercise.
- Footpath Improvement Group.
- Online – An open Zoom meeting which could include a short presentation followed by a Q&A session.
- A large QR code could be produced and attached to the batons on the outside wall of the Old School.

It was noted that the 6-week consultation timeframe will end mid-April before the Easter holiday.

JMac to send out a list of dates to all members to ensure there are sufficient availability of members to cover all of the sessions. Members to advise/report back to the Group on any dates and locations they can help with regarding the suggestions above.

8. Site assessment / call for sites

GMO reported that so far nine responses had been received regarding the call for sites.

We are waiting for confirmation that AECOM will be working on the assessment of these sites, and it is expected that work will begin on this in April, and it is anticipated to take four months to complete. *(NOTE: Subsequent to this meeting, confirmation has been received of technical support for a housing needs survey and also for the site assessments. Support for a design code has been rejected at this stage.)*

GMO will be arranging a housing sub-group meeting in the near future as AECOM's work is not constrained by the end of the financial year as is Place Studio.

9. Nature and timing of release of information related to the call for sites

GMO reiterated that the sites will not be published until the assessment is complete. He reminded members that the Steering Group reports to MLPC and therefore members must adhere to their GDPR policies. Furthermore, this process is no different to that followed by Wiltshire Council for their SHELAA documents.

10. Community Survey

IM advised that the community survey was well into production and that the draft document will be reviewed informally by the Steering Group members directly after this meeting. It is aimed to

be with the printers by the end of the week. Unfortunately, it was not possible to distribute with the parish magazine so volunteers will be required to assist with the distribution.

11. Social media strategy

TN explained that one of the risks identified with adopting a Neighbourhood Plan is apathy for the project, and social media is a way to get people involved more readily. It was noted that at present the only social media being used is Facebook.

TN went on to report the statistics for recent Neighborhood Plan posts, one of which was seen by over one thousand people and achieved approximately seven hundred 'clicks' by people wanting to obtain further information on the matter.

Narrative control, fake news/factually incorrect comments, and reputational risk was discussed, alongside ensuring good reach and sufficient information is provided, consequently the following measures were agreed:

- Steering Group members to contact TN with ideas for social media posts.
- Video reels to be created as they often generate the most reach.
- Neighbourhood Plan posts to be posted to the community Facebook pages rather than the MLPC social media at present (this can be reviewed at a later date bearing in mind MLPC will be putting forward the Neighbourhood Plan for adoption (and not the Steering Group)).
- MLPCs Social Media Policy to be reviewed and possibly applied to the Steering Group.
- TN to refer to JMac to ensure the information is factually correct before posting.
- Comments on the posts to be monitored by and responded to by the Steering Group, but MLPC to keep a supervisory eye on this.

12. Consideration of the formation and structure of the sub-groups taking forward the development of key objectives

DP reported that although a couple of sub-groups had already been established more were required to cover the larger matters such as development, design, community space, economy, etc.

It was reminded that the support of VT and Place Studio would be unavailable between April and June inclusive and so it was hoped that workflows and sub-groups can be in place to ensure that progress on the project continues throughout this period.

Volunteers to be asked to be involved in specialised sub-groups for their areas of interest and for a limited period of time.

13. Adjournment for Public Participation (2) – 8.01pm to 8.07pm

A request for clarification on the process of the call for sites and SHELAA allocation was made by a member of the public.

GMO explained that Wiltshire Council had published a map of the SHLAA sites in 2017 which linked to the current Local Plan. However, as the Local Plan is an evolving document, Wiltshire Council subsequently published a revised SHLAA (now referred to as SHELAA) in April 2024 to identify potential development sites for the emerging Local Plan for 2025 onwards.

The call for sites is an opportunity for landowners and developers to propose sites within Market Lavington Parish which may be appropriate for development during the lifecycle of the completed plan (between 2020-2038) whether or not they are already identified through the SHELAA process.

GMO advised that the information on these sites would only be published once the assessment of them has been completed by AECOM.

It was further questioned by the public as to whether the assessments would only be undertaken as a desktop exercise or whether they would physically attend the sites, and would the Steering

Group be able to engage with AECOM to ensure that residents interests and concerns are addressed.

GMO replied that although much of the initial assessment would be a desktop exercise, that AECOM would attend the sites, and the Steering Group would definitely be able to feed into the process.

14. Date of next meeting/s

1st April, 6th May, and 3rd June.

It was noted that due to the grant funding procedures (as detailed in previous meeting minutes) VT or any other representatives from Place Studio would be unable to attend these meetings.

15. Closure of meeting

The meeting was closed at 8.08pm.

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