

Steering Group



Minutes of meeting on 13 July 2021

Notice: The Steering Group (SG) met virtually using Microsoft Teams due to the ongoing CV19 restrictions.

Please also note that membership of the Steering Group has changed for reasons that are discussed in section six in this minutes.

Members Present: Jamie Hobson (JH), Kate O'Connor (KO), David Wilson (DW), Atiqul Hoque (AH), Margaret Willmot (MW), Nicola Lipscombe (NL), Tom Corbin (TC), Hans-Dieter Scholz (HDS), Annie Riddle (AR), Jo Broom (JB), Victoria Charleston (VS) and Chris Stanway (CS).

Also present: Councillors (Cllrs) Mary Webb and Paul Sample.

In attendance: Annie Child (AC), Andrea Pellegram (AP) and Yaroslav Pustarnakov (YP).

Record of Decisions

1. Election of Chairman

- 1.1. AH nominated JB to be the Chair of the Salisbury Neighbourhood Development Plan (SNDP) Steering Group (SG).
- 1.2. In absence of other nominations, JB was elected as the Chair of SNDP SG.

Action: AP to brief JB on all aspects of SNDP.

2. Election of Vice Chair

- 2.1. JH nominated KO to be the Vice Chair of SNPD SG.
- 2.2. In absence of other nominations, KO was elected as the Vice Chair of SNDP SG.

Action: AP to brief KO on all aspects of SNDP.

3. Absentees:

- 3.1. Cllr King gave her apologies.

4. Declarations of interest:

4.1. There were no declarations of interest.

5. Minutes of the meeting in May:

5.1. Minutes of the meeting held on [Tuesday 8 June](#) were approved.

6. SG announcements and updates:

- 6.1. Mark Stevens has temporarily stepped down from the SG due to personal commitments. SG is looking forward to Mark's return when it becomes possible to do so.
- 6.2. Louis Hodgkinson resigned from the SG due to person commitments. SG sincerely thanks Louis for all of his hard work and dedication, and they wish him the best of luck with his endeavours in the future.
- 6.3. SG is pleased to inform that they have submitted their response to the [Laverstock and Ford parish Neighbourhood Plan](#) consultation.
- 6.4. AP provided Salisbury City Councillors with a site allocation description document.
- 6.5. AP informed SG that SNDP has only received £9,000 out of £28000 total eligibility from [Locality](#).
- 6.6. SG are pleased to see Wiltshire Council (WC) providing more support with SNDP. SG will continue working with WC on making Salisbury a better place to live, work and visit.
- 6.7. SG are pleased to announce that they have recruited Ms Lucy Witfield to assist with editing SNDP.
- 6.8. AP reminded SG that she will be on annual leave throughout August, 2021. AP encouraged SG to continue working on the draft NDP document whilst she is away.
- 6.9. AP encouraged Salisbury City Councillors to consider a more active approach with the topic groups.

7. Ward Character Assessment:

7.1. SG continues to update the ward character assessment document. This will be used to determined needs and services of the each Salisbury parish ward.

8. Photographs:

8.1. SG is working to obtain photographs of Salisbury to use in SNDP.

9. GIS/Mapping:

9.1. SG are pleased to inform that they use Oxford Cartographic services to help with mapping for SNDP.

10. Community Infrastructure Report:

- 10.1. Between 17 May and 14 June, SG conducted a community infrastructure survey. Please [click here](#) for more information.
- 10.2. SNDP Community Infrastructure Report can be found [here](#).
- 10.3. AP will prepare a policy based on the survey results findings.

11. Project Plan:

11.1. SG reviewed and agreed the project plan.

12. Community consultation exercise September and October

12.1. SG discussed community consultation for housing site allocations.

12.2. SG is hoping to host the consultation between September and October, 2021. More details to follow shortly.

13. Matters for the next agenda

13.1. Community survey on housing site allocation.

13.2. Ward character assessment.

13.3. Photos.

13.4. SNDP updates.