



GLASTONBURY TOWN COUNCIL

Minutes of Neighbourhood Plan Advisory Committee held on 4th December 2025 at 7pm	
Councillors Present	J Cousins, , Lokabandhu, P Manning, S Roney-Dougal & M Smyth
Guests	Liz Bourne & Becky Hopkinson (Plan-Et Consultants)
Apologies	Cllr L MacDougall
Absent	Cllr I Donfrancesco & Mr K Redpath & Mr P Lund
In Attendance	S Hallam (Committee Clerk)
Public Participation	N/A

8. Apologies for absence.

Apologies were received from Cllr L MacDougall.

Cllr I Donfrancesco, Mr P Lund and Mr K Redpath were absent without reason.

9. To approve & sign as a correct record the minutes of the meeting held on 19th June 2025.

The minutes of the meeting held on 19th June 2025 were signed by the Chair as a true record of the meeting.

10. Declarations of interest.

Cllr Cousins – Member of Town Deal Board and Trustee of St Edmunds Community Hall.

Cllr Roney-Dougal – Trustee of St Edmunds Community Hall, Director of Bushy Coombe Land Trust and Director of Friends of Bride’s Mound.

11. To discuss options following feedback from Jo Milling (Somerset Council) in order to proceed with Plan through screening.

L Bourne (Plan-Et) advised the Committee of Jo Millings comments. The site at Candlelight House has the potential to prompt the need for SEA of the plan. If the allocation of the site is likely to have an effect on a European site (Ramsar) either alone or cumulatively with other sites, it will require an “Appropriate Assessment” before it can be allocated. If an “Appropriate Assessment” is required, this will trigger an automatic need for SEA of the whole NP. The need for phosphate mitigation indicates that an “Appropriate Assessment” is likely to be needed.

Alternatively, the NP could omit the allocation of the site. The site is within current development limits.

There is also no technical support to pay for the SEA or HRA and each could cost circa £5.5K.

Liz advised that an alternative would be to have a generic policy in the plan which wouldn't result in either a HAE or SEA.

Liz advised that inserting a generic policy instead of a site allocation would avoid triggering SEA or HRA. This approach was proposed by Cllr J Cousins, seconded by Cllr Smyth, and unanimously agreed.

Liz also asked if the committee could come up with wording regarding Passivhaus. Cllr Roney-Dougal suggested "the highest quality of insulation is required so as to reduce the cost of living costs".

Action Plan:-

- Liz will draft the generic policy and send it to the Committee Clerk by 19 December.
- The Committee Clerk will circulate it to the Advisory Committee for comments.
- Committee feedback to be returned to Plan-Et (via Committee Clerk) by 24 December.
- The Advisory Committee will meet again on Tuesday 6 January 2026 at 7pm to discuss amendments before Screening.
- If the Plan is submitted for Screening in early January, the process should take around 6 weeks.
- Regulation 14 consultation is anticipated for March/April 2026, with submission for examination in Summer 2026.

12. Date of Next Meeting

The date of the next meeting has been arranged for Tuesday 6th January 2026 at 7pm in the Council Chamber.

SIGNED:	DATE:
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