



Minutes of a meeting of the Neighbourhood Plan Steering Group held at the Town Hall, High Street, Chippenham on Tuesday 6 November 2018 at 6pm

Steering Group Members Present:

Cllr Clare Cape (CC)	Liz Field (LF)
Cllr Michael Merry (MM)	Barry Grimes (BG)
Cllr Nick Murry (NM) (Chairman)	Ross Henning (RH) (until 6.30pm)
Cllr Chris Ruck (CR)	Jack Konynenburg (JK)
Cllr John Scragg (JS)	Steve Perry (SP)
Cllr Sandie Webb (SW)	Sophie Thomas (ST)

Officers Present:

Andrea Pellegram, Neighbourhood Planning Consultant (AP)  
Andy Conroy, Planning Officer (AC)  
Adrian Jones, Deputy Chief Executive (AJ)  
Ann Chard, Administrative Services Officer - Planning  
Heather Rae, Democratic & Civic Officer

1.	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>No apologies for absence were received and all members were present.</p>
2.	<p><b><u>DECLARATION OF INTEREST</u></b></p> <p>No declaration of interest was received.</p>
3.	<p><b><u>ELECTION OF VICE-CHAIRMAN</u></b></p> <p>The Chairman explained that he had consulted the Chief Executive (CEO) regarding the election of a Vice-Chairman and that for reasons of care for the public money, the position needed to be held by a Town Councillor. RH queried this decision and it was agreed that a statement from the CEO explaining his position would be shared with the Group.</p> <p>The Chairman asked for nominations. Councillors John Scragg and Clare Cape were nominated and both given an opportunity to tell the Committee why they would be suitable for this position. A vote was taken and there being 6 votes to 5 (with one abstention), Councillor John Scragg was elected as Vice Chairman of the Steering Group.</p> <p><b>Action: Statement from the CEO to be circulated.</b></p>

4.	<p><b><u>WELCOME &amp; INTRODUCTIONS</u></b></p> <p>The Chairman (NM) welcomed members of the Steering Group and explained that the purpose of a Neighbourhood Plan (NP) was to enable communities to influence planning and shape the future development of the town. He said he believed NPs were here to stay and that since the Local Plan was currently undergoing a review, it was potentially a good time to influence things.</p> <p>NM then summarised the process so far:</p> <ul style="list-style-type: none"> <li>• In 2017 the Town Council had agreed to sponsor a NP;</li> <li>• In 2018 a Planning Officer and Consultant were appointed;</li> <li>• The Neighbourhood Plan Area was designated;</li> <li>• A NP Working Party was established to oversee the next steps;</li> <li>• A launch event had been held to support Steering Group formation;</li> <li>• Six members of the community had been selected to the Steering Group;</li> <li>• Six councillors had been voted onto the Steering Group;</li> <li>• A Steering Group Chair had been elected by Full Council;</li> <li>• A NP website has been set up;</li> <li>• Initial meetings have been held with surrounding parishes.</li> </ul> <p>AC spoke further about the work that had been carried out up to now, including on the NP website.</p> <p>At the invitation of the Chair, members of the Steering Group introduced themselves and spoke about their backgrounds in relation to the Group's remit.</p>
5.	<p><b><u>CHAIRMAN'S ANNOUNCEMENTS</u></b></p> <p>It was noted that some changes to the draft Terms of Reference were proposed following advice from the CEO. These were that:</p> <ul style="list-style-type: none"> <li>• Membership of the Steering Group would be reviewed/ratified on an annual basis, on the anniversary of the inaugural meeting;</li> <li>• The Vice-Chairman would be a Town Councillor;</li> <li>• Press releases and other official external communications would need to be agreed by the Chairman, the Planning Officer and the Marketing and Communications Officer.</li> </ul> <p>RH gave his apologies and left the meeting at 6.30pm, requesting that he be sent a copy of the presentation.</p> <p><b>Action: A copy of the presentation to be circulated.</b></p>
6.	<p><b><u>TERMS OF REFERENCE</u></b></p> <p>There were no comments on the draft Terms of Reference for the Steering Group, as presented. It was explained that these could be reviewed at 6 monthly intervals. The amended version would be circulated to members for approval at the next meeting.</p> <p><b>Action: Amended Terms of Reference to be circulated prior to the next meeting.</b></p>
7.	<p><b><u>NEIGHBOURHOOD PLAN TRAINING</u></b></p>

	<p>AP provided Steering Group Members with Neighbourhood Plan training via a PowerPoint Presentation. She began by stressing that the Group would be producing a planning policy document and that she and AC would check everything to ensure it was 'fit for purpose'. To be effective it was important to anticipate what development was coming forward and identify contributions such as s106/CIL which will come from these developments. It was suggested that important documents to reference included the National Planning Policy Framework (NPPF), Core Strategy (CS) and Chippenham Site Allocations Plan (CSAP). All were accessible via the NP website. The Group were also encouraged to look at the Chippenham Vision document.</p> <p>It was suggested that a good place to start would be the Locality Roadmap which supports the NP process and offers really useful (free) advice and case studies. Technical advice would also be available from the planning consultant, Enzygo.</p> <p>It was explained that once the NP has been submitted to the Local Planning Authority, they would consult on it, propose changes to it and then it would be subject to an examination or possible hearing. The Examiner would then make recommendations on any changes, before the NP reached referendum stage. All this takes approx. one year.</p> <p>JS asked what the timescale of the NP would be. AC explained that it would tie in nicely with the Local Plan Review for 2026 - 2036 and that it could potentially allocate some housing sites. It was noted that where outline consent had already been granted on the current Chippenham Site Allocations Plan (CSAP) allocated sites, contributions would already have been agreed. This applied to most of the CSAP allocations for Chippenham but it was agreed to check whether this also applied to the Rawlings Green site, which NM pointed out had not yet received outline planning permission.</p> <p>JK suggested that it would be helpful to have a detailed plan of the allocated sites. ST queried whether any of the sites fell outside the town boundary and it was confirmed that some did and that a portion of the contributions could go to other parishes and not necessarily to Chippenham (unless agreed). AJ pointed out that there was currently a boundary review taking place. JS said that he would like neighbouring parishes to be involved in the process. NM responded that this was taking place.</p> <p><b>Actions:</b>  <b>Members look at the NP website (<a href="http://chippenhamneighbourhoodplan.org.uk">chippenhamneighbourhoodplan.org.uk</a>) and the Locality Roadmap (<a href="http://Locality.org.uk">Locality.org.uk</a>) - AC to send links.</b>  <b>AC to prepare a detailed plan of allocated sites.</b>  <b>AC to check the status of the Rawlings Green development.</b></p>
8.	<p><b><u>PROJECT TIMELINE</u></b></p> <p>The Planning Officer provided Steering Group with updated Project Timeline for Year 1. Year 2 would involve consultation and the first draft and year 3 regulatory stages and referendum.</p> <p>The Chairman asked members of the Group if they were happy to be named in press releases and on the website and all agreed.</p>
9.	<p><b><u>ITEMS FOR DISCUSSION AT NEXT MEETING</u></b></p> <p>It was agreed that AP and BG would prepare a draft Communications Strategy for the next meeting and this would be circulated 2 weeks prior to the meeting if possible. It was noted that the Communications Strategy might take more than one meeting to agree and</p>

	<p>would evolve as time goes by. The amended Terms of Reference would also be agreed at the next meeting.</p> <p><b>Action: AP and BG to prepare a draft Communications Strategy for the next meeting and circulate prior to the meeting.</b></p>
10.	<p><b><u>DATE/TIME OF NEXT MEETING</u></b></p> <p>It was agreed, after some discussion, that future meetings would be held on the first Tuesday of each month at 6pm (the January meeting being an exception). CC gave her apologies for the next meeting but would send any comments she had. The dates of the next two meetings are Tuesday 4 December 2018 and Tuesday 8 January 2019.</p>
	<p>The meeting finished at 7.45pm</p>