



Minutes of a meeting of the Neighbourhood Plan Steering Group held at the Town Hall, High Street, Chippenham on Tuesday 1 October 2019 at 6pm

Steering Group Members Present:

Cllr Nick Murry (NM - Chairman) Barry Grimes (BG)
Cllr Chris Ruck (CR) Ross Henning (RH)
Cllr Sandie Webb (SW) Steve Perry (SP)

Officers Present:

Andrea Pellegram, Neighbourhood Planning Consultant (AP)
Andy Conroy, Planning Officer (AC)
Lynsey Nichols, Marketing & Communications Officer (LN)
Ann Chard, Administrative Services Officer - Planning (Note Taker)

34.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies were received from Councillors Clare Cape, John Scragg and David Powell and from Liz Field and Jack Konynenburg.</p>
35.	<p><u>DECLARATION OF INTEREST</u></p> <p>No declaration of interest was received.</p>
36.	<p><u>MINUTES</u></p> <p>The draft Minutes of the meeting held on Tuesday 3 September 2019 were approved as a correct record.</p>
37.	<p><u>CHAIRMAN'S ANNOUNCEMENTS</u></p> <ul style="list-style-type: none">• Following a resignation, there was now a vacancy on the SG. One applicant had applied so far and their application form would be circulated under agenda item 8. Other people had expressed an interest to join.• TGs should have between 6 and 10 members so should numbers drop to below this, replacements would be recruited and their appointment ratified by the SG. TG Members should have a connection to the Town.• HIF bid press release by Wiltshire Council was not now confidential. Whilst SG members are free to express their views on this, they were reminded not to speak on behalf of the NPSG.• The Chairman was still trying to find out why the Town Council's application for funding from the Government's Future High Street Fund had been unsuccessful.

38.	<p><u>FEEDBACK FROM INDUCTION EVENT</u></p> <p>On the whole members thought that the event went well and the format was good. It was agreed that a further Q&A session at the end would have been beneficial, had there been time. Members were impressed with the qualifications of those TG Members attending.</p>
39.	<p><u>TOPIC GROUP FEEDBACK</u></p> <p>TG Chairs were asked to feed-back on discussions with their TGs at Induction Event and to confirm dates/venues of first TG meetings.</p> <p>Sustainability & Climate Change TG NM reported back regarding discussions his group had had on carbon reduction policies, flooding, heat, clarifying the Vision objectives and adding detail, reviewing Wiltshire's policies and gaps, looking at the evidence base and primary evidence collection.</p> <p>It was proposed that Sustainability/Climate Change reps would attend other TG meetings to help ensure sustainability was incorporated across all the TG policy areas, if the SG agreed with this, which they did.</p> <p>The Centre for Sustainable Energy were looking at dates in November to hold a workshop (whole day + half day) and TG members were asked to let AC know if they were interested in attending as numbers would be limited.</p> <p>AP reminded the group to collect questions for future surveys.</p> <p>The S&CC TG's next meeting would be on 8 October at 7pm in Grounded Café</p> <p>Economy TG There were 3 TG Members present at the Induction event. The TG needed to define its scope and what to focus on, e.g. employment? They should steer away from the Town centre and leave that to the Town Centre TG. Huw Thomas had highlighted the need to identify sites for small businesses who currently are forced to leave the Town due to lack of sites. AP agreed to email BG with some advice on what the TG needed to focus on.</p> <p>SW reminded the group to be aware that some people have pecuniary interests. AC had received Declaration of Interest forms from two thirds of TG members so it was suggested forms be forwarded to TG Chairs.</p> <p>NM reported that he had liaised with the LEP which want to have new sites and fast broadband, etc. and it was noted that it was becoming a private company now and a useful contact. BG added that the LEP, Chamber of Commerce and BID were all good to liaise with, and NM added Wiltshire Council.</p> <p>Their next meeting would be on 15 October at 6pm at Rivo Lounge.</p> <p>Housing TG RH and SP explained that they had discussed what to offer the group at the Induction Event. AP said she could give some guidance of where to find information. Basic data was needed to start with and AC reminded SG members that some information was already available on the NP website.</p>

Their next meeting would be immediately after this SG Meeting (1 October, 8pm)

Town Centre TG

SW explained that JK had not been present at the Induction event so they had not wanted to go too far without him. Good minutes had been produced by one of the TG Members from the Induction event. As AC would be present at the first meeting, she asked if he could run through the use of Trello, which he agreed. The TG Member from Sheldon School will be useful to the Town Centre TG as they will be able to recruit from all age groups to take part in consultations.

SW confirmed their next meeting would be on 2 October at JKs house at 5pm.

Community Infrastructure TG

CR confirmed he was now a member of the Local Youth Network along with Cllr Peter Hutton, and that they were very proactive. He agreed to send to AP the full version of the Local Youth Network Youth Survey. He commented there were not many places to fit additional infrastructure in the Town. NM pointed out that there were gaps in Chippenham's community infrastructure (e.g. Chippenham Harriers Youth (Running Club) did most of their training on pavements and poorly lit green spaces, having no dedicated running tracks they can use). AP advised to look at the amount of meeting space available and make sure new housing looks at this. NM recommended the Stanley Park Working Party report as useful background reading. RH mentioned that on the following Monday Wiltshire Council's Area Board would be focusing on youth.

CR confirmed the first meeting of the Community Infrastructure TG would take place on 26 October at 10am at a TG member's home.

Transport TG

No members were present.

AC confirmed that their next meeting would be 6 October at 4pm at Town Hall

Green Infrastructure TG

No members were present.

AC had attended this TG at Induction Event on behalf of CC. He mentioned that the TG had been briefed about Natural Aptitude apps by one of the TG Members and that these could be used for data collection. AC would look further into this.

NM reported that Rob Gillies, one of the Green Infrastructure Topic Group Members, had emailed AC and CC about an opportunity for the NP to apply to test Natural England's draft Green Infrastructure Standards. This would have no financial implications for the NP and would provide an opportunity for technical input into the NP from Natural England. Rob Gillies had agreed to lead on this. A short questionnaire had to be filled in and returned to Natural England by 7 October, and Rob Gillies and AC would work on this together and submit. The SG agreed that the NP should apply for testing, subject to the Green Infrastructure TG also agreeing this at their first meeting.

The next meeting would take place on 4 October at 6pm at the Town Hall

General

	<p>AC confirmed that he had all the meeting dates which he could send to Chairmen via Trello but BG suggested using Google Calendar for this, and this was agreed. AC to send link to Google Calendar to SG Members.</p> <p>NM added that there were other rooms available for meetings at the Town Hall such as the Green Room, Councillor’s Room, etc. providing halls staff were on duty.</p> <p>AC reminded members that TGs do not need to take full minutes, just actions recorded.</p> <p>LN asked SG Members to take photos at TG Meetings to use as evidence and for social media and asked Chairmen to send her or AC anything of interest from meetings. AC added that information from TG Meetings would be drip fed on social media up until Christmas.</p> <p>NM said that should members wish to attend other TG meetings, they should let the TG Chairman know.</p> <p>Actions: AP to email BG with some advice on what the Economy TG needed to focus on. AC to email Declaration of Interest forms to TG Chairs AC to set up Google Calendar with meeting dates and share with SG Members CR to send to AP the full version of the Local Youth Network Youth Survey</p>
40.	<p><u>FILE STORAGE/PROJECT MANAGEMENT</u></p> <p>SG members were asked to agree, or amend, the File Storage & Project Management Protocol.</p> <p>The protocol was agreed, and amended as such: BG said that a Trello user guide had been circulated to TG Chairmen for their first meeting and that they could forward this guide on to TG members. BG was happy to advise on Trello use. He would keep the Economy board example updated. AC and BG to organise a training session for Trello if TG Members wanted this. AC and BG to co-ordinate invites for Trello. It was agreed that all TG members will have access to Trello and will get notifications, but it was advised that TGs may find it better to have only one or two Members in their TG that would have responsibility for updating it.</p> <p>AC to send Google Drive link to all TG Members.</p> <p>Actions: AC and BG to organise a training session for Trello, and co-ordinate invites for Trello AC to send Google Drive link to Members</p>
41.	<p><u>APPOINTMENT TO STEERING GROUP</u></p> <p>SG members received a copy of an application form to join the Steering Group to fill the vacant position.</p> <p>It was agreed that if no other applications were received by 9 Oct, the candidate would be appointed. However, should other applications be received, the original</p>

	<p>Selection Panel would reconvene, consider/score the applications, and make a recommendation to the next SG meeting.</p>
42.	<p><u>COMMUNICATIONS PROTOCOL</u></p> <p>SG members discussed a strategy of how communications can be regulated within Topic Groups.</p> <p>It was agreed that questions and important decisions should be raised with AC and NM through Chairmen. AP should only get involved should AC/NM need additional advice.</p> <p>LN suggested that if any TG Members wanted to engage with social media they could direct message the NP on Twitter or FB and if considered relevant by AC/LN, these could be re-Tweeted/shared.</p> <p>SP queried whether the NP had stats on website/social media use. LN reported that the Town Council now had an apprentice who could look at analytical data. AC added that statistics were available on the website through Google Analytics, and that visits to the website usually correlated with campaigns/consultation using social media.</p> <p>NM finished by adding that all NP communications should go through AC and LN.</p> <p>AC asked Chairmen to share the TG Evidence proforma with their TGs (AC to resend and compile list)</p> <p>AP advised members to discuss how groups will gather evidence.</p> <p>NM reiterated that a policy gap analysis against Wiltshire Council policies and other planning policies would be an essential element of the TGs' work.</p> <p>AP asked AC to set up a spreadsheet that all TG Chairmen could fill in when their Policy Topics were clear and AC explained that at the next SG Meeting this list would help to identify any overlapping or duplication. AC added that a clear set of 5-10 Policy Topics was important to have. BG added that the list could then be narrowed down as some Policy Topics wouldn't be worth pursuing.</p> <p>Actions: AC to resend TG Evidence Proforma. Chairmen to share the TG Evidence Proforma with groups AC to set up spreadsheet for TG Chairmen to fill in prior to next SG Meeting</p>
43.	<p><u>ITEMS FOR NEXT MEETING</u></p> <ul style="list-style-type: none"> • Feedback from TG First Meetings • Feedback from Wiltshire Planners meeting on 2.10.19 (attended by NM/AC/AP) • Evidence Gathering
44.	<p><u>DATE/TIME OF NEXT MEETING</u></p> <p>5 November 2019, 6pm, Chippenham Town Hall - apologies from Cllr Sandie Webb.</p>

The meeting finished at 7.20pm
