



Minutes of a meeting of the Neighbourhood Plan Steering Group held at the Town Hall, High Street, Chippenham on Tuesday 7 January 2020 at 6pm

Steering Group Members Present:

Cllr Clare Cape (CC)	Ross Henning (RH)
Cllr Ruth Lloyd (RL)	Jack Konynenburg (JK)
Cllr Nick Murry (NM - Chairman)	Steve Perry (SP)
Cllr John Scragg (JS)	Dunstan Westbury (DW)

Officers Present:

Andrea Pellegram, Neighbourhood Planning Consultant (AP)
Andy Conroy, Planning Officer (AC)
Barry Pirie, Interim Director of Community Services (BP)
Lynsey Nicholls, Marketing & Communications Officer (LN)
Ann Chard, Administrative Services Officer - Planning (Note Taker)

Also Present: Paddy Bradley, SWLEP

68.	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Liz Field and Councillor Sandie Webb.
69.	<u>DECLARATION OF INTEREST</u> No declaration of interest was received.
70.	<u>MINUTES</u> The draft Minutes of the meeting held on Tuesday 3 December 2019 were approved as a correct record.
71.	<u>CHAIRMAN'S ANNOUNCEMENTS</u> (i) It was explained that the Town Council's server had been down all day so no emails had been received. (ii) It was noted that a consultation on Part L of the Building Regulations was now on the Government website, which the Sustainability TG will comment on.

72. **WILTSHIRE PLANNERS MEETING**

AC reported on a meeting with Wiltshire Council Planners held in December. He explained that the first half an hour was transport topic based. The Link Officer is also preparing a Green Infrastructure Strategy and an Open Space Strategy. NM added that the Green Infrastructure TG should liaise with the Officer. A discussion on Statement of Common Ground in Local Plan Review took place and Wiltshire Council would be forwarding examples of what this might look like to AC/NM.

AP said that Wiltshire Council were starting work on the emerging Local Transport Plan 4 (LTP4) document. NP evidence could be used when Wiltshire Council carry out consultation on LTP4. We must try to marry together on this. DW added that the last time this document was produced, there wasn't much included for Chippenham due to the site allocation work being carried out at the same time.

73. **PRESENTATION FROM SWINDON & WILTSHIRE LOCAL ENTERPRISE PARTNERSHIP (SWLEP)**

The SG received a presentation from Paddy Bradley, Director of the Swindon & Wiltshire Local Enterprise Partnership (SWLEP). He explained the role of the LEP. A Railway Strategy has been developed, working with both Swindon and Wiltshire Councils and they are exploring a rail link from Bristol to Oxford via Chippenham. He said that as more development takes place, Chippenham runs the risk of becoming more of a dormitory town. It is therefore important that the benefits of the electrification and development enabled by the HIF generate economic growth and that this is used to help revitalise the Town. The LEP's objective is sustainable economic growth. It has an Energy Strategy which focuses on renewable energy sources. The LEP loans money to businesses for energy generation, plastics recycling, waste to energy processes, products for clean water and new energy vehicles infrastructure. The take up of new energy vehicles is small (less than 1%) but will grow rapidly, so infrastructure is needed.

The SG were given an opportunity to ask questions. NM said he believed it was important that Chippenham was a place where people could work and live and that attracting good quality employers to the town, not just building houses, was crucial for this. NM asked how the SG could support the LEP and PB replied that developing something in plain English would help, together with encouraging the growth of Chippenham for 'good' businesses. He explained that a risk to developers comes in getting through the planning process so anything the NP can do to de-risk it would make Chippenham an attractive place for developers. In response to a question from JS, PB said that rail services to Westbury will improve. He suggested that the good connectivity of the town and cheaper land could be a good selling point. DW pointed out that commercial developments should ideally be within 10 minutes of the Railway Station and if this was not possible, methods of transport by sustainable modes should be provided. PB replied that it was good to look at what land is available around the Station.

AP referred to neighbourhood development orders (NDO) and the risk of planning permission as a problem. AP proposed that for the next meeting, she prepare a

	<p>paper setting out an engagement exercise for stakeholders in the Station area with a view to the possibility of a creating a NDO for the Station area. The SG agreed.</p> <p>Actions: AP to prepare a paper on stakeholder engagement for possible Station area NDO.</p>
74.	<p><u>PRESENTATION FROM TOWN CENTRE TOPIC GROUP</u></p> <p>The SG received a presentation from JK on the Bridge Centre/Bath Road site on behalf of the Town Centre TG. The TG had come up with an indicative masterplan and a way forward, having also been advised by Chris Hilton of Wiltshire Council. Wiltshire Council were looking towards the NP process for initial ideas. JK ran through the history of the site. The TG had agreed that the site should not be just retail, but a mixture of uses with good quality public realm. He ran through the constraints and opportunities on the site. AC suggested working with JK on bullet points for the policy in the NP using the National Design Guide criteria. It was noted that the site was owned by Wiltshire Council but there was some uncertainty regarding the ownership of Bank House. NM suggested the Vision Masterplan could be looked at prior to forming policies. JK asked the SG to read the report document that he had written which AC would send round once CTC's server was up and running again, and to feed back on any suggestions. The SG agreed with the indicative master plan and AC said JK would now do a presentation to full Council on the 15th January. NM pointed out that it must be made clear this was a concept to enable policies to be developed. CC expressed caution regarding how this was presented as it could be dependent on the southern link road proceeding, which had yet to go through the Local Plan Review.</p> <p>Actions:</p> <ul style="list-style-type: none"> • JK to give presentation to full Council meeting on 15 January (at 6.30pm). • AC to circulate KJ's report.
75.	<p><u>TOPIC GROUP MEMBERSHIP CHANGES</u></p> <p>An updated Topic Group Membership List was noted.</p>
76.	<p><u>ACTIONS FROM TOPIC GROUP MEETINGS</u></p> <p>JK reported on the Town Centre TG:</p> <ul style="list-style-type: none"> • Bridge Centre site work, as outlined earlier. • Shop front design guide going well. • Public realm improvements - looking at upper Market Place. • Residential use above shops - it will only be possible to provide a few paragraphs as it can only be encouraged, not imposed. • Working on updating the Conservation Area Appraisal. • River Green Corridor Masterplan - no progress yet. NM added that Eagle One were keen to talk to the TG and CC added that the Green Infrastructure TG could join with the Town Centre TG on this. <p>RH reported on the Housing TG:</p> <ul style="list-style-type: none"> • Had put together the text for the consultation events on housing design. There would be one in St. Paul's Hall, one at the Town Hall and one at Café

Spero, which represented areas of mixed housing. Halls had been booked for these events and the TG wanted to work with other TGs on this.

- Grant awarded from AECOM for Housing Needs Assessment.

JS reported on the Transport TG:

- A draft paper had been written on public transport in Chippenham.
- Looking at parking standards but already in Local Plan so it could supplement it, e.g. parking for electric vehicles. AP suggested wording such as “current policy says .., emerging policy says ...” and added that Wiltshire Council would have to agree to this. DW suggested talking to Wiltshire Council as it may accept the TGs work if done first.
- Walking/cycling -TG continuing to map existing routes and identify improvements. AP added that if ideas between TGs overlap don’t worry, just get ideas down. NM said that the Town centre was not connected and asked how CIL money could help. AP suggested ‘standards’ for segregated lane, etc. (hard to implement in areas already developed). Identify key routes into Town from new residential areas and use colour coding to indicate where improvements are needed. The residents of new areas will have to use these routes so emphasize this.
- NM reported that on 16th January a meeting will be held (4pm at Rob Elkin’s offices) to view the draft cycle map for Chippenham.
- NM reported that a Good Energy meeting would be held soon, funding research into electric vehicle charging.
- JS added that standards on new public footpaths could be looked into for such things as safety lighting, accessibility, etc.

CC reported on the Green Infrastructure TG:

- Met before Christmas and next meeting on 21st January.
- Gathering evidence regarding existing green spaces which is being put onto a map to create a Local Green Space Designation Policy.

AP reported on the Community Infrastructure TG:

- Doing three surveys for the users of Community Infrastructure, providers of facilities and community groups.

NM reported on the Sustainability & Climate Change TG:

- Group wants carbon neutral development but may be practical problems with that.
- Meeting on 23rd January with Dan Stone of CSE.

AC reported on the Economy TG:

- A draft business survey was being worked on.
- Sizable employment sites were hard to find.

NM stressed the importance of TGs pushing ahead/accelerating with evidence gathering, given the time now remaining on the Topic Group phase.

77. HOUSING TOPIC GROUP - CONSULTATION EVENTS

SG members received a copy of draft promotional material for February Housing Design public consultation events. There would be a leaflet drop by the TG (approx.

	<p>1,000 leaflets - RH to check numbers required), each event being targeted to a different housing estate. AP explained that the 3 hour events will include an introduction, SWOT analysis, comfort break and interactive exercise. This information will form the basis of a design code. Questions will be asked about existing homes and then on aspirations for the future. DW suggested 4 minutes for each bullet point on the interactive exercise. AP would need help taking notes and suggested that the events could be recorded to aid with capturing comments. LN suggested the use of flipcharts and would work on branding for the leaflets and social media coverage (RH to liaise separately with LN on this). Refreshments still to be arranged. Could invite G&H to attend second event. Add line by our website address to say that residents can send comments in. BP suggested taking the promotional leaflets to the Community Area Board meeting on Monday 3rd February to advertise the events (NP has a stall).</p> <p>Actions:</p> <ul style="list-style-type: none"> • RH to confirm with AC numbers of leaflets required. • LN to work on branding for leaflets and social media coverage (with RH). • G&H to be invited to second event. • LN to add line to leaflets regarding sending in comments. • AC to take leaflets to Community Area Board meeting on 3 February.
78.	<p><u>PUBLIC CONSULTATION SURVEY QUESTIONS</u></p> <p>SG members received a list of potential public survey questions arising from TG that could be included on a joint public survey. AP stressed that there had to be a deadline for possible questions as AECOM would be in touch soon regarding Housing Needs Assessment Survey questions. NM added that the deadline for submission of any questions from TGs to the joint public survey should be before the next SG meeting and the SG agreed that TG Chairmen should collate questions from their TG's. AC said individual surveys for specific users could be carried out separately. AC explained that questions should only be used as a method for gathering specific evidence for a policy topic. AC would circulate an email to TG Chairs regarding the deadline for this and give guidance on what kind of questions were needed.</p> <p>Actions:</p> <ul style="list-style-type: none"> • AC to email TG Chairs on deadline and advise on kind of questions needed. • TG Chairs to collate possible questions from their TG before the next SG meeting and bring these to the next meeting.
79.	<p><u>ITEMS FOR NEXT MEETING</u></p> <ul style="list-style-type: none"> • Report back on actions from January TG Meetings. • Public consultation survey questions. • AP paper on NDO stakeholder engagement exercise for Station area.
80.	<p><u>DATE/TIME OF NEXT MEETING</u></p> <p>Tuesday 4 February 2020, 6pm, The Meeting Place, Chippenham Town Hall.</p>
	<p>The meeting finished at 7.55pm</p>

