



Minutes of a meeting of the Neighbourhood Plan Steering Group held at the Town Hall, High Street, Chippenham on Tuesday 5 January 2021 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)	David Mott (DM)
Cllr John Scragg (JS)	Steve Perry (SP)
Cllr Sandie Webb (SW)	Fiona Williams (FW)
Officers Present:	
Andrea Pellegram, Neighbourhood Planning Consultant (AP)	
Matt Kirby, Director of Community Services (MK)	
Andy Conroy, Planning Officer (AC)	
Ann Chard, Administrative Services Officer - Planning (Note Taker)	

67.	<u>APOLOGIES FOR ABSENCE</u> There were apologies for absence from Councillor Mary Norton and Dunstan Westbury.
68.	<u>DECLARATION OF INTEREST</u> No declaration of interest was received.
69.	<u>PROTOCOL FOR VIRTUAL MEETINGS OF THE NPSG</u> The Chairman ran through the Protocol for this virtual meeting.
70.	<u>MINUTES</u> The minutes of the meeting held on Tuesday 1 December 2020 were approved as a correct record.
71.	<u>CHAIRMAN'S ANNOUNCEMENTS</u> <ul style="list-style-type: none">• The Local Plan Review consultation will run from 13 January to 9 March 2021 with an on-line presentation for Chippenham on 20 January. Information is available on Wiltshire Council's website and AC would send a link to this.• Wiltshire Council will be consulting on the HIF bid, w/c 11 January and SG members will be kept informed.

	<ul style="list-style-type: none"> At the next meeting the SG will review proposals contained in the Local Plan Review and submit a separate response to that of the Town Council focussing on how it will affect NP draft policies. SG members were advised to read the information, attend the on-line event and send any comments to AC for collation. <p>Action: AC to send link to Local Plan Review consultation to SG members</p>
72.	<p><u>WALPA / WILTSHIRE COUNCIL UPDATES</u></p> <p>AC fed back to Steering Group Members on the recent WALPA meeting with Wiltshire Council regarding the Wiltshire 5yr housing land supply figure. Wiltshire Council’s Planning Director had attended the meeting on 8 December and had confirmed that Wiltshire has a 4.5 year housing land supply, and is achieving 149% in the Housing Delivery Test so only a 5% buffer is needed to the five year housing land supply figure. When asked by Malmesbury Cllrs about what had changed with respect to Wiltshire Council’s position on determining housing applications at the current time, no clear answers had been given. AC was not confident that any future application on the edge of Chippenham would be determined any differently to the controversial Malmesbury one.</p> <p>SP queried what could be done to make sure housing developers were building out sites they had planning permission for AC confirmed there was nothing that could be done, but NM responded that the government are being asked to consider this. RH raised a question regarding the 4.5 year housing land supply shortfall, AC would look into how many houses equate to half year shortfall.</p> <p>Action: AC to find out how many houses equate to the half year shortfall.</p>
73.	<p><u>POLICY PLANNER</u></p> <p>The updated Policy Planner was shared. With regard to the two most recent draft policies RH pointed out that some footpaths were too narrow to accommodate shared use. AP replied that the NP could not ask for existing footpaths to be shared but could stress that the network is inadequate and needs improvement. Shared footpaths are referred to in several policies such as the NP Access to Public Transport Policy so this needs further consideration. The SG was reminded that there are new guidelines (LTN 1/20) regarding separating cycle and footpaths which will need to be taken into account, although not all agreed that footpaths should be segregated. DM noted that changes are coming to the Highway Code regarding the hierarchy for vulnerable people and that Sustrans have a standard width for shared paths. AC added that these points could be made more explicit in the Design Guide.</p>
74.	<p><u>DRAFT POLICIES REVIEW</u></p> <p>SG members agreed in principle the following draft polices, subject to any adjustments listed:</p>

- 8.1 - Access for the Differently Abled and Those With Reduced Mobility

FW suggested that the term 'disabled people' be used rather than 'people with disabilities' or 'differently abled'. AP advised retaining the term 'reduced mobility' to cover others.

SP raised the issue of badly repaired pavements by utility companies and the need to ensure pavements are designed in such a way as to make them easy to re-instate. Mention could also be made about utility companies being expected to use like for like materials when making repairs. NM agreed to contact Wiltshire Council regarding the duty of utility companies.

RH suggested that dropped kerbs be installed on all road junctions with tactile paving on all major junctions.

CC suggested adding something regarding facilitating people with reduced mobility to reach green spaces.

- 8.2 - Waymarking Signage on the Footpath Network

It was suggested that something be added to require all signs to be made of a material which is resistant to graffiti.

SG members reviewed 8.3 - River Green Corridor which had been amended and brought back to SG members at their request. No further amendments were suggested.

Action: NM to contact Wiltshire Highways to understand legal obligations around utility repairs on highways

75. COMMENTS ON VERSION 1 OF DRAFT PLAN

The SG considered proposed changes/additions to the text of the draft plan suggested by Steering Group Members as per the table of comments. All comments were agreed with the following additional comments made:

- Hyperlinks be used wherever possible.
- Reasons why the NP is being produced be included in Vision.
- All contributors to the NP be credited in an Appendix.
- Photos need to be added. CC noted existing photo bank of green spaces in Local Green Spaces Audit table which could be used by others
- More up to date Census data be sought, if available.
- 1.30 could link in with the natural history of the area and materials used for local buildings. RH to refine geology section
- 4.4 - check new Use Classes.
- 5.1 as well as footnotes, a glossary of terms could be included.
- AC/SW to look at scope for out-of-centre retail policy following publication of forthcoming Local Plan Review Retail Study
- Annexe 1 para 91 - future-proof wording on solar panels to keep up with emerging technology. NM to review wording
- T2 - Electronic Bus Departure Indicators - DM & JS to liaise to see if they could reach agreement on whether to include or not. If not the SG would need to vote

	<ul style="list-style-type: none"> • CC suggested that SG members look at information approved by Wiltshire Council's Cabinet regarding using CIL money to pay for phosphate mitigation on the Hampshire River Avon and further discussion take place on whether a similar thing could be done for our River Avon using CIL. <p>Actions: AC to circulate link again to Google Drive.SG members to submit photos. DM/JS - To further discuss Electronic Bus Departure Indicators NM - To review solar panels section in Design Guide RH - To review Geology section AC/SW to look at scope for out-of-centre retail policy following publication of forthcoming Local Plan Review Retail Study AC to send revised version of Plan, showing track changes, a week prior to the next SG meeting.</p>
76.	<p><u>ITEMS FOR NEXT MEETING</u></p> <ul style="list-style-type: none"> • Review Version 2 of draft Plan • Review of Wiltshire Council Local Plan growth proposals in relation to Neighbourhood Plan policies (alternatively this may form subject of separate one-off meeting) • Green Buffer Policy <p>Action:</p> <ul style="list-style-type: none"> • SG members to send comments on the Draft Plan and on the Local Plan Review consultation to AC. AC to confirm timescales in email.
77.	<p><u>DATE/TIME OF NEXT MEETING</u></p> <p>2 February 2021, 6pm, Remote meeting</p>
	<p>The meeting finished at 7.50pm</p>