



Minutes of a meeting of the Neighbourhood Plan Steering Group held virtually on Zoom on Tuesday 07 September 2021 at 6pm

Steering Group Members Present:

Cllr Robert Giles (RG)	Ross Henning (RH) (from 6:31pm)
Cllr Nick Murry (NM - Chairman)	David Mott (DM)
Cllr Mary Norton (MN) (from 6:19pm)	Steve Perry (SP)
Cllr John Scragg (JS)	Dunstan Westbury (DW)
Cllr Matthew Short (MS)	Fiona Williams (FW)

Officers Present:

Andrea Pellegram, Neighbourhood Planning Consultant (AP)
Matt Kirby, Director of Community Services (MK)
Andy Conroy, Head of Planning (AC)
Jess Mantell, Democratic Services Officer (JM)

153.	<u>APOLOGIES FOR ABSENCE</u> There were apologies for absence from Councillor Clare Cape and Jack Konynenburg.
154.	<u>DECLARATION OF INTEREST</u> No declarations of interest were raised by members.
155.	<u>PROTOCOL FOR VIRTUAL MEETINGS OF THE NPSG</u> The Protocol to this virtual meeting was noted and applied.
155.	<u>MINUTES</u> The minutes of the meeting held on Tuesday 03 August 2021 were approved as a correct record.
156.	<u>CHAIRMANS ANNOUNCEMENTS</u> i) NM welcomed the new Democratic Services Officer, Jess Mantell to the meeting ii) Wiltshire Council's online consultations are currently being held on their Climate Strategy and Natural Environment Plan until Sunday 17 October. Online sessions will be taking place on the following dates: <ul style="list-style-type: none">Thursday 09 September at 6:00pm with Claire Perry O'Neill

	<ul style="list-style-type: none"> • Wednesday 17 September 10:30am-11:30am, the first engagement webinar • Thursday 30 September 7:00pm-8:00pm, second engagement webinar. <p>There will be a drop-in session at Chippenham Library on Monday 27 September between 10:00am and 12:00pm.</p>
157.	<p><u>WALPA UPDATE AND REVISIONS TO NPPF</u></p> <p>The Head of Planning updated members of the Group on the latest WALPA meeting held on 5 August - a presentation from Wiltshire Council Strategic Planning which focused on the changes to the NPPF and how this affected neighbourhood planning. CPRE had joined a previous WALPA meeting and will be hosting a virtual conference on neighbourhood planning issues in due course, which would be open to all those interested. There were still concerns over Wiltshire's lack of update regarding 5-year housing land supply and associated planning decisions being made contrary to neighbourhood plans.</p> <p>NM updated members on the revised changes made to NPPF which places a greater emphasis on beauty, placemaking, the environment, sustainable development and the importance of local design codes. New permitted development rights allow the change of land use from retail to residential via the prior approval process.</p> <p>JS noted the government's Building Back Better High Streets Strategy and its relationship within the NPPF.</p> <p>ACTION: AC to forward details of future CPRE conference to SG Members</p>
158.	<p><u>PLANNING FOR CAPITAL EXPENDITURE AND USE OF CIL INCOME</u></p> <p>The Director of Community Services presented a report regarding the proposed Capital Expenditure within the draft 5-Year Medium Term Financial Plan (MTFP) including the Capital Expenditure Budget for 2022/23 relevant to the Group.</p> <p>In terms of biodiversity enhancements to existing green spaces and improvements to the quality and biodiversity of Green Corridors, Members agreed with these figures and that both items were 'should-haves'.</p> <p>(Councillor Mary Norton joined the meeting)</p> <p>In terms of public realm improvements to the Upper Market Place Members agreed with these figures. FW advised that an additional item that covers public realm improvements to further town centre sites be included. It was agreed that the implementation of other town centre policies should be added to the Neighbourhood Plan's requirements and a budget of £20K per year be allocated to this fund. Members agreed that both items were 'should-haves'.</p> <p>(Ross Henning joined the meeting)</p> <p>In terms of improvements to existing sustainable transport infrastructure, NM advised this item should be split into three strands: Active Travel, Public Transport Enhancements and EV Charging Infrastructure. Members agreed the following budgets per year and the following priority be allocated to each requirement respectively: £100K ('must-have'), £20K ('should-have') and £20K</p>

	<p>('should-have'). NM to send the Director of Community Services the proposals by the Cycle Network Development Group proposals which justify the Active Travel figures. JS advised that government funding could help to facilitate public transport enhancements to bus infrastructure and stops through the Bus Back Better strategy.</p> <p>In terms of tree planting, Members agreed with this figure and the item was a 'must-have'.</p> <p>In terms of public art, Members agreed with this figure and the item was a 'could-have'.</p> <p>MS suggested investment in Incubator Units but it was agreed that this be held in abeyance until the Council's Corporate Strategic Plan is produced later this year.</p> <p>In general, Members considered these figures were lower than required for the Neighbourhood Plan relative to the overall budget.</p> <p>ACTION: NM to send the Director of Community Services the proposals of Chippenham Cycle Network Development Group</p>
159.	<p><u>REVISIONS TO DRAFT PLAN</u></p> <p>The Group agreed the changes to the Draft Neighbourhood Plan (Version 8), which has been revised by the Head of Planning.</p> <p>Members agreed the revised wording of renewable energy policy. Specifically, the policy on not developing on BMV agricultural land unless there are exceptional social, economic or environmental benefits arising as a result of the development be removed, given that it may prevent solar or other renewable projects coming forward.</p> <p>Members agreed to the addition of a reference to impact on historic environment in supporting text for TC1 Bath Road Car Park & Bridge Centre Site and TC2 River-Green Corridor Masterplan, and the addition of photographs to the draft Plan.</p> <p>With regard to the executive summary, DM suggested that the tone of the final paragraph be amended and possible removal of reference to circular economy as the public may not understand this term.</p> <p>AP suggested production of a non-technical summary of the draft Plan for the general public would be beneficial ahead of Reg. 14 Consultation. AP suggested an easily accessible, approx. 10 page document, including lots of pictures. AC to liaise with AP on this.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • AC to amend tone of final paragraph of executive summary • AC to liaise with AP on production of non-technical summary of Plan
160.	<p><u>OUTSTANDING ITEMS FOR NEIGHBOURHOOD PLAN DOCUMENTS</u></p> <p>AC confirmed he would amalgamate JK's updated list of Buildings of Local Merit into a table of building descriptions for this Topic Paper.</p> <p>RH to liaise with AC regarding the drone shot of the Bath Road Car Park/Bridge Centre.</p>

AC confirmed he was about halfway through revising/tidying up Topic Papers.

AC confirmed he is still liaising with Ice House Design and there is still some work to be done on design/formatting NP. The draft version of the Shopfronts Design Guide has now come back from Ice House Design. AC suggested circulating this to Members for design/formatting comments only. DW suggested the documents should be fully accessible in terms of reading format.

AC confirmed about half of the OS Maps that Pear Mapping are producing are now complete.

AC confirmed he has sought £9k grant funding from Locality and the decision is pending.

AC advised an addition to the list. This being amendments required as a result of the new NPPF.

AP advised that Local Green Space OS maps might need to be included in the body of the NP within a separate appendix but AP and AC could discuss further offline.

ACTIONS:

- RH to liaise with AC regarding the drone shot
- AC to work through outstanding items on the list
- AC to circulate Shop Fronts Design Guide to Members, and check with Ice House Design on accessibility of documents
- AC and AP to liaise over where to include LGS OS Maps

161.

OUTSTANDING ITEMS FOR REGULATION 14 CONSULTATION

MS suggested creating a dialogue with the owners of the RSPCA and Superdrug buildings in order to explain the vision of the NP prior to Regulation 14 consultation. RG suggested he could use his land registry account to facilitate contact with the landowners of buildings relevant to the NP. AP advised to send letter to owners inviting them for a meeting. NM suggested himself, AC and RH or MS join meetings with landowners.

AC confirmed notification letters would also be sent to the local landowners regarding Local Green Space designation, again prior to Regulation 14 consultation.

AC advised Members on quotes received from video production companies and Members agreed to use Tom Arthur for the 1 minute Youtube trailer video. NM confirmed he was happy to speak on video and will liaise with the Head of Communications and Customer Services, Lynsey Nichols (LN).

AC updated the Group that the Talk Chippenham Newsletter will include a two-page spread regarding Reg. 14 Consultation.

ACTIONS:

- AC to find out owners of RSPCA and Superdrug buildings using land registry and then arrange a meeting with these owners
- LN to liaise with NM regarding Youtube video
- AC/LN to work through outstanding items on the list

162.	<p><u>ITEMS FOR NEXT MEETING</u></p> <ul style="list-style-type: none"> • Report back on Outstanding Items for Neighbourhood Plan documents • Report back on Outstanding Items for Reg. 14 Consultation
163.	<p><u>DATE/TIME OF NEXT MEETING</u></p> <p>5 October 2021, 6pm, virtual meeting</p>
164	The meeting finished at 7:45pm