



Minutes of a meeting of the Neighbourhood Plan Steering Group held virtually on Zoom on Tuesday 05 October 2021 at 6pm

Steering Group Members Present:

Cllr Clare Cape	Ross Henning (RH)
Cllr Robert Giles (RG)	David Mott (DM)
Cllr Nick Murry (Chairman)	Steve Perry (SP)
Cllr Mary Norton (MN) - from 6:02pm	Dunstan Westbury (DW) - from 6:08pm
Cllr John Scragg (JS)	
Cllr Matthew Short (MS)	

Officers Present:

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

165.	<u>APOLOGIES FOR ABSENCE</u> There were apologies for absence from Fiona Williams and Jack Konynenburg.
166.	<u>DECLARATION OF INTEREST</u> No declarations of interest were raised by members.
167.	<u>PROTOCOL FOR VIRTUAL MEETINGS OF THE NPSG</u> The Protocol to this virtual meeting was noted and applied.
168.	<u>MINUTES</u> The minutes of the meeting held on Tuesday 07 September 2021 were approved as a correct record.
169.	<u>CHAIRMANS ANNOUNCEMENTS</u> <ul style="list-style-type: none">• The £9,000 grant from Locality for Neighbourhood Plan has now been confirmed.• Wiltshire Council's (WC) consultations on Draft Climate Strategy, Draft Green & Blue Infrastructure Strategy (consultation ends 17 October) and Draft Wiltshire Bus Service Improvement Plan have been placed on the agenda for the Town Council's Planning, Environment and Transport (PET)

	<p>this week. NM advised that if any NPSG Members would like to contribute comments, these can be fed through to the NPSG Members on PET Committee or directly to Option 24/7.</p> <ul style="list-style-type: none"> • WC Cabinet have signed off £6.3m CIL funding to pay for expansion of Abbeyfield School. The first phase, for 150 pupils, will be completed by Summer 2024. <p>(MN entered the meeting)</p>
170.	<p><u>WALPA UPDATE</u></p> <p>AC confirmed that WALPA had provided updates regarding the Malmesbury application for 50 houses. This application was unanimously refused by the WC Strategic Planning Committee despite the officer recommendation to approve, partly due to the fact it conflicts with the development plan including the Malmesbury NP and would seek to undermine public confidence within the latter.</p> <p>NM noted that a webinar has been organised by CPRE regarding an update on Neighbourhood Planning in Wiltshire on 9 November from 10:00am until 1:00pm.. Interested Members must register on Eventbrite.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • AC to forward details of future CPRE webinar on 9 November to SG Members • SG Members who attend this webinar to feedback to the Group at the next NPSG meeting
171.	<p><u>REVISIONS TO DRAFT PLAN</u></p> <p>(i) Members agreed to the revisions to the Draft Neighbourhood Plan (Version 9) made by the Head of Planning. AC noted he has also received 49 maps from Pear Mapping of Local Green Spaces to be inserted into the relevant topic paper. All of the OS maps inserted into the draft Plan are jpeg files, but it should be possible to convert to a different file type to appear clearer in the final Plan. Main changes to the Plan include:</p> <ul style="list-style-type: none"> • Supporting text to Policy T1 (cycle paths) updated following comments by Cycle Network Development Group. The changes here include Table 9.1 high-priority scheme descriptors updated, to move away from shared use, changed wording from the term 'cyclists' to 'people cycling' and supporting text to Policy T1 updated. • NPPF 2019 paragraph references updated to NPPF 2021 paragraph references • Final paragraph of Executive Summary revised in order to alter tone • Policy SCC3 amended to remove reference to use of BMV land unless there are exceptional social, economic or environmental benefits arising as a result of the development • Insertion of OS Maps - Figures 1.1, 6.1, 6.2, 8.1, 8.6 and 9. <p>(DW entered the meeting)</p> <p>(ii) Members agreed to revisions to Annexe 2 - Conservation Area Character Appraisal (Version 3) which have been made by the Head of Planning</p>

and Jack Konyneburg (JK). These include numerous text revisions to all chapters and replacement of all old photographs with new. JK will be working on inserting some text on the Citadel Hall, previously missing from the Conservation Area Character Appraisal, and a description as a Building of Local Merit for Policy TC5. AC confirmed his intention to send the document to Ice House Design for design/formatting this week, with 18 character area maps still to be inserted, to follow on later. He confirmed it will be necessary to do some further work to ensure accuracy with regard to cross-referencing what is in the document text with what is shown on the maps. NM advised that NPSG Members send AC any comments they have on the Appraisal text before 7 October..

- (iii) Members agreed revisions to Annexe 1 - Chippenham Design Guide (Version 6) in respect of updated NPPF 2021 paragraph references and addition of Paragraph 3 pertaining to the National Design Guide, which have been made by the Head Planning.

ACTIONS:

- JK to send AC text on the Citadel Building to insert into the Conservation Area Character Appraisal/Policy TC5
- Members to send AC any comments on the Conservation Area Character Appraisal urgently before 7 October

172. **OUTSTANDING ITEMS FOR NEIGHBOURHOOD PLAN DOCUMENTS**

AC noted he is still waiting to hear from drone contact for the shot of Bath Road Car Park/Bridge Centre Sight. RH to chase.

AC noted it should be possible to finish the TC5 - Buildings of Local Merit section and amendments to the Bridge Centre/Bath Road Car Park & Upper Market Place maps to indicate zones, in time for the next meeting.

AC noted he still needs to liaise with Ice House Design on design and formatting of NP and with Pear Mapping on OS Maps.

AC confirmed he has now added the production of a Non-Technical Summary to the list of outstanding items for NP documents and Group Members can expect to receive this around December time.

In terms of the Design Guide, AC noted photos, diagrams and maps are still required. AC suggested that Members send in photos along with an indication of the location within the Design Guide they would like them to be placed.

AC noted the 18 x Conservation Area Character Maps are still outstanding.

AC noted that contact still needs to be made with the owners of the RSPCA and Superdrug buildings in addition to the notification of LGS designation to landowners.

In response to the issue raised by DW in the previous meeting regarding reading accessibility of the Shop Fronts Design Guide, AC confirmed that Ice House Design have guidelines they are required to adhere to in order to make the document as accessible as possible, such as having a short line length and high contrast text.

	<p>ACTIONS:</p> <ul style="list-style-type: none"> • RH to chase drone shot contact • Members to send AC photos for the Design Guide • AC to work through outstanding items on the list
173.	<p><u>OUTSTANDING ITEMS FOR REGULATION 14 CONSULATION</u></p> <p>AC confirmed the questions for the public questionnaire with Community First have been drafted and the relevant stakeholders on the NP consultation list will be notified via Mailchimp regarding the Reg. 14 Consultation. AC noted that the statutory consultees referred to in Para 1 Schedule 1 of Regulations will also need to be notified.</p> <p>AC noted he still needs to liaise with Ice House Design to make amendments to NP website to provide links to draft Plan and questionnaire.</p> <p>AC confirmed the social media posts will be completed closer to the Reg. 14 Consultation.</p> <p>NM confirmed he has been liaising with the Head of Communications (LN) regarding a date this month to organise the shoot for the Youtube Video.</p> <p>In terms of the press release, blog and news articles for NP website and CTC website, AC confirmed these outstanding items will be completed closer to the time.</p> <p>AC confirmed the Talk Chippenham newsletter has now been distributed which includes an NP article. He emphasised the importance of rolling out the Reg. 14 consultation before Christmas. AP had previously suggested adding an additional two weeks to the consultation period if it falls over the Christmas holidays.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • NM to liaise with LN regarding the creation of the Youtube video • AC/LN to work through outstanding items on the list
174.	<p><u>ITEMS FOR NEXT MEETING</u></p> <ul style="list-style-type: none"> • Revisions to draft versions of Plan and/or Annexes • Report back on Outstanding Items for Neighbourhood Plan documents • Report back on Outstanding Items for Reg. 14 Consultation
175.	<p><u>DATE/TIME OF NEXT MEETING</u></p> <p>02 November 2021, 6pm, virtual meeting</p>
	<p>The meeting finished at 6:28pm</p>