



2 December 2021

To Steering Group Members:

Cllr Clare Cape	Ross Henning
Cllr Robert Giles	Jack Konynenburg
Cllr Nick Murry (Chair)	David Mott
Cllr Mary Norton	Steve Perry
Cllr John Scragg	Dunstan Westbury
Cllr Matthew Short	Fiona Williams

Meeting of the Neighbourhood Plan Steering Group

Dear Steering Group Member,

You are invited to attend a meeting of the **Neighbourhood Plan Steering Group** which will be **held remotely** via Zoom on **7 December 2021** commencing at **6pm**, with a log in time of **5.45pm**.

The meeting can be accessed by the following link, or ID and password:

Yours faithfully,

Andy Conroy
Head of Planning

Agenda

Neighbourhood Plan Steering Group Meeting - 7 December 2021, 6pm, Remote Meeting (via Zoom)

1.	<u>APOLOGIES FOR ABSENCE</u>
2.	<u>DECLARATION OF INTEREST</u> All Members of the Steering Group are reminded to declare any pecuniary or non-pecuniary interests they may have, in accordance with the Town Council's latest approved Code of Conduct
3.	<u>MINUTES</u> To approve as a correct record and to sign the draft minutes of the meeting held on 2 November 2021 (copy attached)
4.	<u>CHAIRMAN'S ANNOUNCEMENTS</u>
5.	<u>FEEDBACK FROM CPRE WEBINAR</u> Members of the Steering Group to provide any feedback from CPRE Webinar (CPRE notes attached).
6.	<u>FUTURE CHIPPENHAM WORKSHOPS</u> Members of the Steering Group to: a) Provide any feedback from Future Chippenham workshops in relation to Neighbourhood Plan Design Guide/masterplanning work; b) To agree that the draft Neighbourhood Plan Design Guide can be shared with Future Chippenham; and c) Discuss whether a letter is required to be sent by the Steering Group requesting future involvement in masterplanning work
7.	<u>REVISIONS TO DRAFT PLAN</u> To agree revisions to the Chippenham Design Guide (Version 7) made by the Head of Planning. <ul style="list-style-type: none">• Addition of references to, and explanation of, 15 Minute Neighbourhood (para. 13 and boxed text)• Addition of photos throughout• Restructuring of paragraphs to differentiate between those paragraphs providing information/statement and those instructing (i.e. numbered design principles)• Division of document into three sections• Addition of reference to materials supply hierarchy (para. 77)• Information on development categories (major/minor etc.) incorporated into a table for improved legibility Links to clean and track changes versions of the document below:

	To agree 18 simplified Character Area maps contained within the Conservation Area Character Appraisal based on what is shown on Character Area 1 Marshfield Road map (copy attached and original 2007 Appraisal map attached for comparison)
8.	<p><u>OUTSTANDING ITEMS FOR NEIGHBOURHOOD PLAN DOCUMENTS</u></p> <p>To note and action the outstanding items which need to be resolved in order to progress the Neighbourhood Plan documents, as set out in the Outstanding Items for Neighbourhood Plan Documents Report (copy attached)</p>
9.	<p><u>PRE-REG. 14 LIAISON WITH STAKEHOLDERS</u></p> <p>Chair and/or Head of Planning to update Steering Group Members on meeting with landowners of No. 13 The Bridge, and any other discussions with owners of Local Green Spaces</p> <p>To agree whether to proceed in putting forward LGS U - Allington Way for Local Green Space designation further to the letter received from Greensquare Accord dated 3 November 2021 (copy of letter and map attached)</p>
10.	<p><u>OUTSTANDING ITEMS FOR REGULATION 14 CONSULTATION</u></p> <p>To note and action the outstanding items which need to be resolved in order to progress to Regulation 14 public consultation, as set out in the Outstanding Items for Regulation 14 Public Consultation Report (copy attached)</p>
11.	<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 and agree consultation dates • Agree Non-Technical Summary • Agree front covers for documents
12.	<p><u>DATE/TIME OF NEXT MEETING</u></p> <p>4 January 2022, 6pm, via Zoom</p>