



Minutes of a meeting of the Neighbourhood Plan Steering Group held virtually on Zoom on Tuesday 02 November 2021 at 6pm

Steering Group Members Present:

Cllr Clare Cape (CC)	Jack Konynenburg (JK)
Cllr Robert Giles (RG)	David Mott (DM)
Cllr Nick Murry (Chairman)	Steve Perry (SP)
Cllr Matthew Short (MS)	Dunstan Westbury (DW)
	Fiona Williams (FW)

Officers Present:

Andy Conroy, Head of Planning (AC)
Jess Mantell, Democratic Services Officer (JM)

176.	<u>APOLOGIES FOR ABSENCE</u> There were apologies for absence from Cllr John Scragg and Ross Henning. (CC entered the meeting)
177.	<u>DECLARATION OF INTEREST</u> No declarations of interest were raised by members.
178.	<u>PROTOCOL FOR VIRTUAL MEETINGS OF THE NPSG</u> The Protocol to this virtual meeting was noted and applied.
179.	<u>MINUTES</u> The minutes of the meeting held on Tuesday 05 October 2021 were approved as a correct record.
180.	<u>CHAIRMANS ANNOUNCEMENTS</u> <ul style="list-style-type: none">WC Cabinet, on 12 October, agreed Electric Vehicle Charging Infrastructure Plan 2021/24 and the allocation of £0.275 million in the capital programme to deliver the outcomes. It is envisaged that Parish Councils through a grant scheme (up to £2500 per site) would provide EV charging points on Wiltshire Council responsible land. WC would then operate and maintain those EV charging points under the conditions stated in its Plan.

	<ul style="list-style-type: none"> The Chairman reminded Steering Group Members of the CPRE webinar regarding Neighbourhood Planning in Wiltshire on 9 November from 10:00am until 1:00pm. Interested Members must register on Eventbrite. In the event Members are unable to register on Eventbrite, they can contact the Chairman who can put Members in direct contact with CPRE.
182.	<p><u>REVISIONS TO DRAFT PLAN</u></p> <p>Members agreed to the revisions of the Draft Neighbourhood Plan (Version 10) made by the Head of Planning. Main changes to the Plan include:</p> <ul style="list-style-type: none"> Explanatory boxes added to explain BREEAM, Passivhaus, Standalone Renewable Energy, Green Infrastructure, Affordable Housing, Biodiversity Net Gain, Sustainable Development, Heritage Asset, Significance (for Heritage Policy), Community Infrastructure, Building for Life, Business Incubator Units and Circular Economy. Insertion of OS Maps – Figs. 6.3, 8.2 and 8.4. Addition of a preface by the Chairman which describes how the Plan materialised Changes to Acknowledgements section Tweaks to the Net Zero Carbon Policy wording on offsetting Appendices finalised and re-numbered <p>In terms of the insertion of OS Map Figure 6.3, Members agreed the OS Map showing the public footpaths was preferable. DM raised it was necessary to acknowledge the proximity of the A350 relevant to the Hardenhuish Brook when describing it as a Green Corridor within the text in order to contextualise what is outlined in the map. RG suggested reducing the font size of the public footpaths. AC confirmed he would liaise with Pear Mapping on this.</p> <p>JK advised against using the label ‘public footpaths’ on Figure 6.3 as very many of these constitute shared use and cycle paths, and advised using an alternative term. CC suggested using ‘established routes’ to describe these, a term agreeable to Group Members.</p> <p>Regarding Figs. 8.2 and 8.4 JK confirmed he would speak to AC about these OS Maps outside of this meeting.</p> <p>Members agreed the further Buildings of Local Merit added to Policy T5, except JK recognised Bagatelle Cottage should not be included given it is a Grade II listed building and the ‘Old Laundry’ should directly refer to the ‘chimney’ as it is this factor that qualifies the Building as one of Local Merit.</p> <p>The Chairman suggested amending para. 3.38 to state ‘brownfield is limited in terms of its current availability’ rather than indicating the town has little available ‘brownfield’ land.</p> <p>The Chairman advised referring to Wiltshire Council’s emerging Green and Blue Infrastructure (GBI) Strategy consultation to demonstrate this section’s relevance beyond the parameters of Chippenham.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> AC to liaise with Pear Mapping on the formatting of Figure 6.3

- AC to remove Bagatelle Cottage and amend the Old Laundry from the Buildings of Local Merit
- AC to amend Para. 3.38
- AC to incorporate references to Wiltshire Council's GBI Strategy consultation to the Green Spaces policy
- JK and AC to meet to discuss Figs. 8.2 and 8.4

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

In terms of Policy TC5 - Buildings of Local Merit, AC confirmed JK has now submitted what was required for the descriptions for Topic Paper but additional descriptions are required for the aforementioned Buildings of Local Merit agreed. AC noted colleagues at the Museum & Heritage Centre will provide help on these and adding to work carried out by JK.

In terms of photos, AC confirmed all photos have now been received for the draft Plan except the drone photo of the Bath Rd Car Park/Bridge Centre Site. AC has received correspondence from the drone contact who plans to shoot some images for it this week.

In terms of the revising/tidying up Topic Papers, AC confirmed he can make a start with this item after completing the Conservation Area Character Appraisal Maps.

In terms of liaising with Ice House Design on design/formatting of the Neighbourhood Plan, AC outlined the timescales agreed. The Draft Plan will be sent to Ice House Design by the end of this week and any associated maps and other documents will be sent by early to mid-December, allowing them enough time before the Regulation 14 Consultation in mid-January. AC will check in with Ice House Design in late November for a progress report.

In terms of instructing and liaising with Pear Mapping on OS Maps, AC confirmed there are still 16 more Maps to go through and edit before these are forwarded on.

In terms of the non-technical summary, AC confirmed it might be possible to get this to the December Steering Group meeting or alternatively, circulated by email.

In terms of the Design Guide, AC confirmed this will likely be the last document for the Steering Group to see, with the hope of bringing it to the December meeting with photos added. AC welcomed input from Members on photos to insert within the Design Guide which primarily focus on illustrating new housing and associated infrastructure.

In terms of notifying landowners of Local Green Space designation, AC confirmed he wrote to them in mid-October. In terms of responses, Wiltshire Council have acknowledged the notification and will respond by early December, the Woodland Trust confirmed they had no issues and Chippenham Borough Lands are seeking legal advice.

In terms of writing to the landowners of Superdrug and RSPCA, AC confirmed the former were agreeable to the redevelopment plans following a telephone conversation with their managing agent, conditional upon viability and noted a

	<p>formal meeting was not necessary at this stage. AC confirmed he is still waiting on a response from the landowner of RSPCA.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • AC/Museum colleagues to complete Buildings of Local Merit descriptions for Topic Paper • AC to send Ice House Design the draft Plan • Members to send photos for Design Guide to AC • AC to produce Non-Technical Summary
184.	<p><u>OUTSTANDING ITEMS FOR REGULATION 14 CONSULATION</u></p> <p>The Chairman confirmed himself and the Head of Communications, Lynsey Nichols (LN) have now recorded the content for the YouTube video and are now waiting on the film maker to put it together.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • AC/LN to work through the remaining outstanding items for Regulation 14 Consultation
185.	<p><u>ITEMS FOR NEXT MEETING</u></p> <ul style="list-style-type: none"> • Revisions to draft version of Plan and/or Annexes • Report back on Outstanding Items for Neighbourhood Plan documents • Report back on Outstanding Items for Reg. 14 Consultation • Agree Non-Technical Summary • Agree front covers for documents
186.	<p><u>DATE/TIME OF NEXT MEETING</u></p> <p>07 December 2021, 6pm, virtual meeting</p>
	<p>The meeting finished at 6:39pm</p>