



Minutes of a meeting of the Neighbourhood Plan Steering Group held at the Town Hall, High Street, Chippenham on Tuesday 4 December 2018 at 6pm

Steering Group Members Present:

Cllr Nick Murry (NM) (Chairman)	Liz Field (LF)
Cllr Chris Ruck (CR)	Barry Grimes (BG)
Cllr John Scragg (JS)	Ross Henning (RH)
Cllr Sandie Webb (SW)	Jack Konynenburg (JK)
	Steve Perry (SP)
	Sophie Thomas (ST)

Officers Present:

Andrea Pellegram, Neighbourhood Planning Consultant (AP)
Andy Conroy, Planning Officer (AC)
Adrian Jones, Deputy Chief Executive (AJ)
Lynsey Nichols, Marketing & Communications Officer (LN)
Ann Chard, Administrative Services Officer - Planning

11.	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Councillors Clare Cape and Michael Merry.
12.	<u>DECLARATION OF INTEREST</u> No declaration of interest was received.
13.	<u>MINUTES</u> The draft Minutes of the meeting held on Tuesday 6 November 2018 were approved as a correct record.
14.	<u>CHAIRMAN'S ANNOUNCEMENTS</u> The Chairman hoped members of the Group had familiarised themselves with the Locality NP document since the last meeting. He gave an update on what else had been happening in the meantime: Meetings <ul style="list-style-type: none">NM/AC had met with Langley Burrell Parish Council to discuss their interest/our potential alignment with their plan/future revisions.

- NM/AC/AP had met with Wiltshire Council officers to discuss how the Group will potentially work together in the forthcoming stages of plan development.
- AP met with BG on the content of this session.
- NM/AC will be meeting with the former Chair of the Malmesbury Plan and other chairs to benefit from their experience.
- NM will be meeting with the Town Council's Chief Executive (CEO) and others to discuss CTC's emerging CIL policy and the Government's recently announced Future High Streets Fund.

Significant Planning Applications and Consultations

The Chairman wanted to make it clear that the Neighbourhood Plan Steering Group (NPSG) does not make responses to consultations (since there had been some questions about this) but should keep itself informed (as a SG) of significant development or other proposals affecting Chippenham (and our future Plan). Currently there are consultations underway on:

- Planning Application 18/10267/FUL - Sadlers Mead development proposals including a multi-story carpark. Consultation open until Thursday 6th December 2018.
- Consultation on Maternity services for BANES, Swindon and Wiltshire, including proposed closure of maternity beds in Chippenham. Consultation open until 24 February 2019.

15. **TERMS OF REFERENCE**

The amended draft Terms of Reference were presented.

RESOLVED that the draft Terms of Reference, as presented, be approved.

16. **DEVELOPING A CONSULTATION STRATEGY (SESSION 1 OF 2)**

AP stressed that the Neighbourhood Plan would be based on bottom up communication. She explained the need for the Group to understand how to manage themselves and how to capture public views. BG and AP had met to prepare a strategy for this communication process which would take up the next two sessions, with public consultation events on a vision taking place in the Spring. This particular session would concentrate on who to consult. AP and BG led on the following Group exercises which would provide content for a draft Consultation Strategy:

- **Good And Bad Experiences Of Consultation**

The Group was asked to write down good and bad experiences of consultation processes they had encountered in the past.

- **Consultation Objectives**

It was explained that SMART (specific, Measurable, Agreed Upon, Realistic and Time-based) should be used when considering objectives. The Group was asked to come up with 3-5 consultation objectives.

	<ul style="list-style-type: none"> • <u>Stakeholder Analysis</u> It was explained that the community all had a ‘stake’ in the Neighbourhood Plan process and the Group was asked to write down examples of stakeholders for the four groups in the matrix provided, i.e. high influence/low interest, low influence/ low interest, high influence/high interest and low influence/high interest. • <u>Social Group Analysis</u> The Group was asked to write down examples of different social groups and decide where they would fit into the four groups of the matrix. • <u>Risk Assessment</u> The group was asked to note down potential risks associated with the Neighbourhood Plan process. <p>Action: AC to type up the notes from the exercises.</p>
17.	<p><u>ITEMS FOR DISCUSSION AT NEXT MEETING</u></p> <ul style="list-style-type: none"> • To consider the notes made at this meeting. • To consider communication channels and how to talk to different groups. • Consultation Strategy (Session 2 of 2): To look at how the Chippenham Vision document might be used.
18.	<p><u>DATE/TIME OF NEXT MEETING</u></p> <p>Tuesday 8 January 2019</p>
	<p>The meeting finished at 8pm</p>