



Minutes of a meeting of the Neighbourhood Plan Steering Group held at the Town Hall, High Street, Chippenham on Tuesday 7 May 2019 at 6pm

Steering Group Members Present:

Cllr Clare Cape (CC)	Liz Field (LF)
Cllr Nick Murry (NM - Chairman)	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 (Note Taker)

59.	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Councillor Chris Ruck.
60.	<u>DECLARATION OF INTEREST</u> No declaration of interest was received.
61.	<u>MINUTES</u> The draft Minutes of the meeting held on Tuesday 2 April 2019 were approved as a correct record.
62.	<u>CHAIRMAN'S ANNOUNCEMENTS</u> The Chairman thanked SG members for their work on the recent consultation which had been extremely successful. He reported that the Working Party had met since the last SG meeting and produced a draft Vision Statement. This picked up on a lot of the elements contained within the existing Chippenham Vision, but the consultation had also picked up some new issues, particularly in relation to green space, the countryside and the scale of future development.

63.	<p><u>MEETING UPDATES</u></p> <p>a) NM had attended a recent low-carbon conference in Reading, which had a number of sessions on Neighbourhood Planning, and provisionally accepted an offer of a free workshop(s) and advice from the Centre for Sustainable Energy.</p> <p>b) JS and CC briefed the Steering Group members on the Chippenham Rail User Group meeting regarding Station proposals, held on 18 April. It was noted that the User Group has decided to change its name to 'Friends of Chippenham Station'. A recent survey had recorded 7,000 entries and exits from the Station. It had revealed a 50/50 split between use of the north and south entry points. Approx. half of those surveyed had walked to the Station with only 2.9% choosing to cycle (although inclement weather at the time of the survey may have affected this figure). It had highlighted problems with ticket machines and concerns about cycle thefts. Design studies will be carried out for the north side lift, and gullies for cycles were being considered. Three options had been proposed for the next phase in June and it had been suggested that carbon impact questions be included in future consultations.</p> <p>c) NM and AC briefed the Steering Group on the meeting held with Chippenham Without Parish Council representatives on 17 April who are also preparing a Neighbourhood Plan. The Parish were mainly looking to propose green infrastructure, with limited housing infill - there was no requirement for additional housing. There was synergy between their NP and Chippenham's NP so it was important to keep meeting. NM noted that a tunnel under the A350 could possibly provide a cycle route. Separately, he noted that at a previous meeting with Bremhill Parish Council representatives, it was clear that Bremhill did not want continuous development with Chippenham so have planned to keep as green space between and build elsewhere. It was noted that should the Town boundary be moved at any point in the future, it would make sense to adjust Chippenham's NP boundary accordingly.</p>
64.	<p><u>PRESENTATION OF FINAL SURVEY RESULTS</u></p> <p>AC presented the final survey results, highlighting any significant changes from the interim results and it was agreed that the results would be presented to the public in the same format with the addition of a headline page at the beginning.</p> <p>NM was pleased that so many respondents had indicated that they wanted to be part of a topic group and proposed undertaking a selection process to recruit the optimal combination of skills and experience.</p> <p>With regard to Chippenham's proximity to cities, members felt that out-commuting should be looked into to ensure the Town is sustainable. It was noted that more people were now working from home and that the Town centre would need to adapt. An example given was that Bath has a 'home working space' café.</p> <p>Action: AC to publish final Survey results on the NP website and social media with the addition of a headline page.</p>
65.	<p><u>DRAFT VISION</u></p> <p>The Steering Group members were asked to agree, or suggest amendments to, the Draft Vision created by the interim Working Party. It was agreed that the Draft Vision covered all topics very well.</p>

SP suggested adding 'the design aspects of new builds'. He had recently visited Urchfont and was impressed with its village design. Other examples of good design suggested were Newquay and Poundbury and it was suggested that another field trip could be arranged. AC suggested that good design could be added under 'Identity'.

Some suggestions for topic groups to look at were retirement complexes, the possibility of selling houses only to locals, being much more self-sufficient and promoting employment. AP added that there could be a policy for selling houses just to locals but that this would be difficult as it would require evidence such as a housing survey. She reminded the SG that policies in local plans need to be viable before they can be adopted.

Action: AC to update the Draft Vision with inclusion of 'design' in Chippenham Identity.

66. **OPTIONS FOR NEXT STEPS**

Steering Group members were asked to agree one of two options relating to timetable/next steps as set out in Briefing Note by AP - Option 1 to keep to the existing timetable and Option 2 to follow a new timetable and to agree how to recruit members for Topic sub-groups.

AP thanked AC and BG for their work on the recent survey. A further Vision consultation exercise had been planned but due to the great response to the survey, it had been possible for the Group to draft a Vision already. She advised the SG to follow Option 2, i.e. skipping the second consultation and posting the Draft Vision on the website, as a living document. NM put to the Steering Group who confirmed their agreement.

Topic sub groups could now be set up and information tested through them. She suggested emailing the 103 people who had said they wanted to help. She added that the SG needed to agree the Draft objectives and set up topic groups. Wiltshire Council Planning Officers would be carrying out another consultation on the Local Plan in July and will have a Vision so it would be helpful to have this in place now, speeding up the process by 4 months.

AC said that it was important that key stakeholders were still consulted on the draft Vision and the Communication Strategy could be updated by the Group at the next meeting to reflect this.

AP had spoken to the NP Link Officer who had reported that all NPs were at different stages so this was proving a problem with how to make the Local Plan Review work across the area. They see Chippenham as the Housing Market Area, not just the Town. WC consultation events will take place in July with major towns and settlements and WC will work to achieve conformity of NPs by then, with Chippenham taking a leading role in this process.

RH added that this was a good opportunity to feed into the county and work collaboratively with other parishes. NM added that the Chippenham Housing Area was far wider than just the Town. He added that WC had abandoned enforcing certain policies (e.g. on energy efficiency standards for new homes) but was undertaking revisions that could result in some policies being added or strengthened, so it is important that SG maintain effective communication with

	<p>them. It was pointed out that they have a duty to support us and we have evidence capacity. SW asked that the SG be kept up to date on meetings with NP Link Officers and NM suggested that Link Officers be invited to NPSG meetings when appropriate.</p> <p>Action: AC to update timetable reflecting choice of Option 2. AC to email members of the public who indicated on the Survey that they wished to take part in topic groups and find out if they would still be interested.</p>
67.	<p><u>WORKSHOP: OBJECTIVE SETTING FOR VISION</u></p> <p>Workshop session: Steering Group members worked in pairs to create Objectives for the Vision which they presented to the Group. AP referred to some examples given in Appendix 2 of the Briefing Note and she explained that the Objectives would be living documents, setting the scene but fluid and being firmed up as the process progressed. NM added that the Objectives could be fairly wide but that policies would tighten them up. NM explained that AC would hone the Objectives into workable text.</p> <p>Action: AC to write up draft Objectives and to include:</p> <p>Economy: to include the Chamber of Commerce/LEP. Housing: to encourage innovation and mention local materials/self-build. Town Centre: to encourage living in the Town centre, flexibility of Town centre housing (land use, retail areas) and night time economy.</p>
68.	<p><u>ITEMS FOR NEXT MEETING</u></p> <ul style="list-style-type: none"> • Finalise Vision Objectives • Review of policy gaps - where can the NP make most difference? • Agree strategy for Vision consultation
69.	<p><u>DATE/TIME OF NEXT MEETING</u></p> <p>4 June 2019, 6pm, Chippenham Town Hall</p>
	<p>The meeting finished at 8pm</p>