



	<p>and staff. Tailored emails and letters to key local stakeholders providing a link to the survey were due to be sent out by AC this week. AC confirmed that he had secured afternoon tea for two at the Angel for the prize draw and would purchase some chocolates to hand out at the stalls. AP commented that the survey graphics were very good.</p> <p><u>Street stalls</u> - SG members received a copy of the revised Street Stall Rota and the remaining spaces were filled. It was disappointing that Morrisons were no longer able to host a stall. A pop-up banner had been produced and was on display at the meeting. It was felt that some weights might be a good idea to prevent the banner from falling over in inclement weather conditions. A fold up branded table had been ordered. SG members were asked to liaise with AC regarding collecting items for their stalls. It was suggested that a fold up chair might also be of benefit. An I-Pad was available for SG Members to use on stalls for those who preferred this method of collecting data.</p> <p><u>Posters</u> - these advertised the street stalls and had been placed on noticeboards around the town. Copies would also be provided for ward noticeboards.</p> <p><u>Social media</u> - Facebook and Twitter were up and running and SG members were encouraged to like, share or re-tweet posts.</p> <p><u>Talk Chippenham</u> - an article would be posted at the end of March to say thank you to all residents who had responded to the survey.</p> <p><u>Websites</u> - BG suggested that there should be a more obvious link to the survey on the home page of the NP website. There appeared to be a problem with trying to take the survey more than once from the same IP address. It was suggested that the IP requirement functionality be altered to allow for this to happen. It was stressed that this is only the Pre-vision Engagement stage so duplicates would not be a big issue.</p> <p><u>Press Meeting/Press Release</u> - as mentioned in Chairman's Announcements.</p> <p><b>ACTIONS:</b>  AC to look into providing a fold up chair and some weights for the pop up banner.  AC to circulate link to SG members to allow them access to view collected survey data on Survey Monkey.  AC to look at altering IP address functionality on the electronic survey.  AC to look into adding a link to the survey on the home page of the NP website.</p>
45.	<p><b><u>PROCESSING &amp; PRESENTING SURVEY DATA</u></b></p> <p>SG members received a copy of the Processing &amp; Presenting Survey Data. It was agreed that AC and BG meet (before the 19<sup>th</sup>) to work on this.</p> <p><b>ACTION:</b> AC to circulate Survey Monkey log-in details to SG members as soon as possible.</p>
46.	<p><b><u>WORKSHOP SESSION: Q&amp;A ROLE PLAY FOR STREET STALLS</u></b></p> <p>SG members were given 5 minutes to study the survey crib sheet provided. It was agreed that this would be further refined and incorporated on the NP website. NM commented that the public needed to understand the basics of the Neighbourhood Plan and the weight it carries and it should be made clear that</p>

phrases on the crib sheet such as 'Planning can' did not mean that 'we can'. ST suggested that the 3<sup>rd</sup> para. be amended to read 'in conjunction with other Wiltshire Council planning policies'. AP stressed that the public needed to understand that the Neighbourhood Plan could not 'fix' current issues, only influence the future. CR commented that he anticipated lots of questions about car parking which was an issue in the Town. AP responded that traffic/parking policies would be difficult to achieve - as with all policies they have to be deliverable and feasible. The Town Council would receive some money through CIL which could go some way towards funding schemes. NM commented that it should be made clear that Rawlings Green and South West Chippenham (mentioned on the crib sheet under Housing Provision) were fixed. BG suggested that a map showing the existing allocated housing sites in Chippenham could be made available on street stalls.

RH queried whether there had ever been a greenbelt status for the area surrounding Birds Marsh. AC confirmed that there was no designated greenbelt around Chippenham, and NM said that his understanding was that in the past there were green buffers. AP added that the Neighbourhood Plan could identify 'green corridors'. Green areas could be mapped out and the Plan could also map out a sustainable transport network with cycle stands, showers, etc. all of which would be small expenditure for developers. AP explained that other easy wins might be to improve the character of the Town Centre ensuring that advertising, paving, street furniture, etc. were harmonised. The Plan could also specify its preference for a mix of housing and sustainability features could be encouraged on new development e.g. solar panels, identified locations for renewable energy generators.

AC/AP advised that if asked about traffic/parking in the town, SG Members should remind the public that the Town Council are not in charge of Highways, but could discuss any commonly occurring issues raised with Wiltshire Council.

AP stressed that the CIL Reg. 123 list was important and that the case could be made that transportation projects should be at the top of the list. It was noted that CIL funding was coming in slower to Wiltshire Council than had been expected. ST added that the Reg. 123 list may well disappear nationally in the short term future. AP reminded SG members that with a Neighbourhood Plan the Town Council would receive 25% CIL money, instead of 15%. She stressed it was important to work with Wiltshire Council and for the Town Council to lobby to recommend Chippenham transportation schemes be carried through.

JK stated that the Chippenham Conservation Area Character Appraisal was out of date and AP responded that a Character Study could be produced as part of the NP. JK added that a design guide would be good and AP suggested that because of the volume of work involved, the group might want to focus on approx. 3 geographical areas, including the Town Centre. NM added that some Wiltshire Council sustainability planning policies in the Core Strategy were not being followed through by Planners, so it might be more difficult to work in parallel with them on a few policies like this. AP stressed it was important to keep meeting with Wiltshire Council Planners.

The group then entered into some role play to prepare SG Members for questions they might be asked by the general public when manning the street stalls. SG Members were advised to make a note of any questions asked by the public so that these could be incorporated in future Q&A sessions/FAQs.

	<p>AP advised that the public be informed that the Neighbourhood Plan is a community-led project, in its early stages, and that those involved are volunteers. RH envisaged some questions being asked about the increased precept and AP suggested that the public be informed that the Town Council was receiving some grant funding towards the cost of the Neighbourhood Plan and that CIL will increase once the NP was approved.</p> <p><b>ACTIONS:</b>  AC to refine the crib sheet for incorporation on to the NP website.  AC to provide an A3 size site allocation map for use on stalls.  SG members to read through the Risk Assessment for Street Stalls in their own time (attached to the agenda).</p>
47.	<p><b><u>ITEMS FOR NEXT MEETING</u></b></p> <ul style="list-style-type: none"> <li>• Review of Pre-Vision Engagement in general. What worked well/what didn't? What could we improve for next round of public consultation?</li> <li>• Presentation and review of online survey results - Which topics are emerging as frontrunners to pursue? Initial agreement on choice of topics</li> <li>• Briefing on meeting with LPA</li> </ul>
48.	<p><b><u>DATE/TIME OF NEXT MEETING</u></b></p> <p>Tuesday 2 April 2019 at the Town Hall.</p>
	<p>The meeting finished at 8pm</p>