



Minutes of a meeting of the Neighbourhood Plan Steering Group held at the Town Hall, High Street, Chippenham on Tuesday 3 September 2019 at 6pm

Steering Group Members Present:

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| Cllr Clare Cape (CC) | Liz Field (LF) |
| Cllr Nick Murry (NM - Chairman) | Barry Grimes (BG) |
| Cllr David Powell (DP) | Ross Henning (RH) |
| Cllr John Scragg (JS) | Jack Konynenburg (JK) |
| | Steve Perry (SP) |

Officers Present:

Andrea Pellegram, Neighbourhood Planning Consultant (AP)
Barry Pirie, Interim Director of Community Services (BP)
Ann Chard, Administrative Services Officer - Planning (Note Taker)

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| 22. | <p><u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies were received from Sophie Thomas and Councillors Chris Ruck and Sandie Webb.</p> |
| 23. | <p><u>DECLARATION OF INTEREST</u></p> <p>No declaration of interest was received.</p> |
| 24. | <p><u>MINUTES</u></p> <p>The draft Minutes of the meeting held on Tuesday 2 July 2019 were approved as a correct record.</p> |
| 25. | <p><u>CHAIRMAN'S ANNOUNCEMENTS</u></p> <ul style="list-style-type: none">• Members of the SG welcomed Jack Konynenburg back.• An application had been made to Locality for £6,446 grant funding to pay the Neighbourhood Planning Consultant's fees for Sept to Dec 2019 and a small contribution towards refreshments for the Induction Event. If successful it would use up the basic grant of 9k, but an additional grant of 8k plus free technical support was still available, as was CIL money.• A Local Plan Review event had been held in July at the Town Hall. The event was an opportunity to update parishes on Neighbourhood Plans and to look at options for the growth of Chippenham. |

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| | <ul style="list-style-type: none"> Salisbury and Trowbridge applications for funding from the Government's Future High Street Fund had been progressed to the next stage, but it seems that Chippenham's bid had been unsuccessful. The Chairman would look into the reasons for this. |
| 26. | <p><u>AGENDA FOR INDUCTION EVENT</u></p> <p>Councillors considered an agenda for the Topic Group Induction Event.</p> <p>AP encouraged all TG chairs to keep referring to the flowchart in the Handbook. AP/AC would attend first meetings of each TG. AP stressed that the NP policies would provide specific, local detail. It was confirmed that TG meetings could be held anywhere. With regard to the scope for TGs to make changes to topics, AP said that following public consultation, surveys and working sessions to confirm what the responses meant, she was confident that the TGs were covering the correct topics. AP stressed that TGs represent the community and are not about personal agendas. Although there may be some scope to refine the topics, they should not put the NP at risk.</p> <p>Actions:</p> <ul style="list-style-type: none"> AC to amend the duration of his section between 10.35 and 10.50 as the individual sections do not match the times. A Q&A section to be added after refreshments. AC to look into whether any rooms at the Town Hall could be made available for TG meetings. |
| 27. | <p><u>AGENDA FOR TOPIC GROUP FIRST MEETINGS</u></p> <p>Councillors considered an agenda which could be used at Topic Group First Meetings.</p> <p>It was suggested that all TG members introduce themselves at the first meeting. AP reminded SG members that they had to work with adopted policies but also take into account emerging policies and work closely with Wiltshire Council. It was confirmed that someone could be co-opted onto a TG for a specific reason but that new members could not be appointed.</p> <p>AP advised that a community survey may need to be conducted at this point which would mean a large amount of work and she recommended using Community First Oxford. There had been offers of help from renewable energy sources and Historic England. AP suggested that Enzygo could provide technical help at reasonable prices and that AECOM could carry out technical surveys at no cost.</p> <p>AP suggested that rather than TGs collaborating with other TGs, they should come together to decide how best to handle data. It was suggested that a representative sample of the population could be assembled to answer questions. Professional advice would need to be sought to ensure it was statistically viable. It was agreed that this could be looked at in November.</p> <p>NM suggested that some additional wording be added to the agenda and he would liaise with AC on this.</p> <p>Action: AC to liaise with NM on additional wording needed.</p> |

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| 28. | <p><u>TOPIC GROUP EVIDENCE PROFORMA</u></p> <p>Councillors considered the Topic Group Evidence Proforma.</p> <p>AP explained that this form would take approx. 6 months to complete and suggested that TGs fill it in as they go along. TG Chairmen would be responsible for deciding who completes the form. AP suggested that dictation software could be downloaded on phones to help with this. She ran through each section of the proforma. With regard to no. 4, AP advised that TGs needed to remember that ‘views’ and ‘needs’ are different and that proper evidence would be needed. She added that any information which was more than 5 years old was considered out of date. She recommended using Wiltshire Council’s website for up to date information. Information under no. 5 would be used as evidence in the NP. With regard to no. 6 AP explained that the policy has to be deliverable and sometimes extras which are not material to the planning system need to be included to make the policy viable.</p> |
| 29. | <p><u>TOPIC GROUP MEMBER HANDBOOK</u></p> <p>Councillors considered the Topic Group Member Handbook.</p> <p>Action: AC to provide paper copies of Handbook for Chairmen of TGs in advance of the Induction event.</p> |
| 30. | <p><u>FILE STORAGE</u></p> <p>Councillors considered a report outlining 3 options for file storage. Option 3 had been recommended by AC.</p> <p>AP stressed that it was important to keep track of documents. BG recommended using Google Drive which was very accessible, easy to use and storage was free for up to 15GB. SP added that Box Enterprise was also worth considering. AP suggested that both BG and SP look into the cost of each storage option and added that the Locality grant might cover costs.</p> <p>After considerable discussion on the merits of the different options, NM proposed that the recommendation in the report be rejected and AC be asked to look again at option 2. He added that version control was a must. It was suggested that a short session on how to use the chosen storage option could be given at the Induction event. It was agreed that AC would produce written guidance on the chosen option. Each TG would be responsible for recording information and it was suggested that it be made a rule that documents should not be sent by email.</p> <p>BG gave a demonstration on the use of Trello. He explained that if used, TG members would be sent an email inviting them to join and set up an on-line account and password to enable them to access the website. A person in each group would need to be responsible for keeping data up to date. There was a free version available and a training session could be arranged. It was a good way of reducing the amount of emails being sent. He explained that Google documents can be accessed via Trello using links. It was agreed Trello should be trialled as a tool for all TGs and a simple crib sheet be provided.</p> |

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| | <p>Actions:</p> <ul style="list-style-type: none"> • AC to progress option 2 and protocol/guidance notes be produced for use of the storage option chosen (after the meeting BG and SP agreed that Google Drive was the best option and that BG would produce protocol/guidance notes). • Trello be trialled and AC work with BG to produce a document outlining basic information on its use. |
| 31. | <p><u>UPDATED TERMS OF REFERENCE</u></p> <p>Councillors considered the updated Terms of Reference which picked up comments made by SG at last meeting. SG members were reminded that this was a living document. No amendments were put forward.</p> |
| 32. | <p><u>ITEMS FOR NEXT MEETING</u></p> <ul style="list-style-type: none"> • Feedback on TG Induction Event • TG First Meetings • Evidence Gathering |
| 33. | <p><u>DATE/TIME OF NEXT MEETING</u></p> <p>1 October 2019, 6pm, Chippenham Town Hall. Advance apologies for this meeting were received from Councillors Clare Cape and John Scragg.</p> |
| | <p>The meeting finished at 7.40pm</p> |