



Minutes of a meeting of the Neighbourhood Plan Steering Group held at the Town Hall, High Street, Chippenham on Tuesday 3 December 2019 at 6.05pm

Steering Group Members Present:

Cllr Clare Cape (CC)	Liz Field (LF)
Cllr Ruth Lloyd (RL)	Barry Grimes (BG)
Cllr Nick Murry (NM - Chairman)	Ross Henning (RH)
Cllr John Scragg (JS)	Jack Konynenburg (JK)
Cllr Sandie Webb (SW)	Dunstan Westbury (DW)

Officers Present:

Andrea Pellegram, Neighbourhood Planning Consultant (AP)
Andy Conroy, Planning Officer (AC)
Barry Pirie, Director of Community Services (BP)
Ann Chard, Administrative Services Officer - Planning (Note Taker)
Chris Hilton, Interim Head of Economic Development, WC (CH)
Christine Lamb, Programme Manager, WC (CL)

58.	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Steve Perry and Cllr Chris Ruck.
59.	<u>DECLARATION OF INTEREST</u> No declaration of interest was received.
60.	<u>MINUTES</u> The draft Minutes of the meeting held on Tuesday 5 November 2019 were approved as a correct record.
61.	<u>CHAIRMAN'S ANNOUNCEMENTS</u> <ul style="list-style-type: none">• NM welcomed RL to the SG, who would be joining the Green Infrastructure TG.• BG would be leaving the SG in January and stepping down as TG Chair, but he would continue to be involved with the TG.• The CSE workshop scheduled for 7 December had been postponed until January/February.• DW will take over as Vice-Chair of the Transport TG.• It was noted that BP was now a permanent member of staff.• The first Chippenham Town Council Climate Emergency Advisory Group (CEAG) meeting took place on 20th November and is now looking at how both the Town Council and the wider Chippenham

	<p>community can decarbonise. NM presented to the CEAG on what the Neighbourhood Plan is doing on in terms of objectives and policies in this area. It is anticipated that there will be future interaction with this Group.</p> <ul style="list-style-type: none"> • There have been delays with the Local Plan Review (LPR), partly as a result of incorporating Wiltshire’s climate emergency declaration into the review. Initial issues and options are due to be consulted upon later next year. A Climate Change Focus Group, of which NM is a member, has been set up as part of the LPR process. NM will feed back to the SG on this. • The results of the Electoral Boundary Review for Wiltshire (including changes affecting Chippenham) are publicly available on WC’s website. NM obtained a hard copy of the LG Boundary Commission’s report, which will be made available through the Town Hall Reception.
62.	<p><u>PRESENTATION FROM WILTSHIRE COUNCIL ECONOMIC DEVELOPMENT</u></p> <p>The SG received a presentation from Chris Hilton, Interim Head of Economic Development at Wiltshire Council, about the role of Wiltshire Council’s Economic Development Team and how they might interact with the NP.</p> <p>He outlined the key work streams of the Team. Surveyors Cushman and Wakefield would be carrying out work for WC and providing a Powerpoint report on 13 December on market demand for the Bath Road site. CH noted he would share the findings of the report with the NP and would be happy to return in January to present the findings if need be. He would check whether the report could be made public. CH added that WC want to produce a framework for the Bath Road site soon, preferably before March 2020. In reference to the Bath Road site he noted that Chippenham had many hi-growth companies making it an ideal office location, but this site would probably not attract a major retail store.</p> <p>Accompanying CH was Christine Lamb, Programme Manager for Wiltshire Council’s Housing Infrastructure (HIF) bid. She informed the group that Wiltshire Council had expected concerns to be raised regarding the proposals and was planning to carry out full consultation with the communities of Chippenham and Calne in due course. She said that WC would work on addressing concerns regarding climate change and the sustainability of the HIF proposals. She said that WC would also look at improving connectivity to/from the M4. She said ‘walk to school’ opportunities could be provided and s106 monies could be used to revitalise the Town centre. ‘Blue infrastructure’ would be looked at for incorporation. If a high growth option is pursued and incorporated into the Local Plan, and if the Local Plan passes the Examination in Public, 7,500 new homes could be built over a 20 year period (about 350 per year) and this would be phased. Some of the HIF money would also be used for improving J17 of the M4. T’s&C’s would need to be agreed before work can begin. The road could start in 2023 at the earliest and be finished by 2024.</p>

NM queried why Chippenham's Future High Street Fund bid had been unsuccessful. CH said he did not know but agreed to look into this. NM asked how WC could attract more big businesses into the Town and CH replied that having available sites would be the incentive. For instance if the Bath Road site was masterplanned with planning permission obtained, it would be 'ready to go' for any business with that requirement. CL added that there may be opportunities for WC to buy land and therefore attract more business.

AP had attended a meeting of the Economy TG which the SWLEP had also attended, and understood the SWLEP had excess funds available and is looking for new projects. She suggested meeting with the SWLEP. AP added that discussions about land, etc. need to take place soon as the NP evidence gathering phase will not last too much longer. If there was no further clarity then there would have to be an indication of land use in the NP and those particular policies would then have to be reviewed in the next iteration of the NP.

DW stressed the importance of providing employment land earlier in the process to prevent out-commuting and CL replied that phasing can be looked at, but there was also a need for a revenue stream.

JS asked for good public transport to serve not only the new road but the estate roads too.

It was noted that WC Cabinet still has to accept the HIF Bid and that the money needs to be spent by 2024, although this may be negotiable. NM queried whether money would be spent on the whole route, as the funds were limited and it was likely some aspects of the bid would be prioritised over others given current strategic site locations. CL would check whether the money had to be spent on the road in its entirety.

CC referred to the climate emergency and asked what opportunities there were within the new road scheme to make it attractive not to use cars, to which CL replied internal public transport links and pathways. CC said the Town was a victim of the M4 and the railway, and the new houses would be full of commuters contributing to it becoming a dormitory town. CL replied that the challenge would be to look at the Town from 'cradle to grave'.

AC queried being able to use s106 money obtained from the project for Town centre regeneration as s106 developer contributions should directly relate to, and mitigate the harm caused by, the specific development. AP agreed that meeting the three s106 tests was unlikely to go unchallenged by developers and that CIL was a possible route to take, but that CIL is calculated after the development has finished. CL said she would obtain some guidance on this.

SW added that should the HIF project proceed there must be a 'true partnership' between WC and CTC.

NM thanked CH and CL for attending the meeting and said it would be possible for them to attend TG meetings where deemed appropriate.

	<p>Actions:</p> <ul style="list-style-type: none"> • CH to forward Cushman and Wakefield’s Bath Road report to the SG and also confirm whether this can be made public. • CH to investigate why Chippenham’s Future High Street Fund bid was unsuccessful and report back. • CL to report on possibility of phasing the development of employment land and report back. • CL to check whether the HIF money has to be spent on the new road in its entirety (or parts) and report back. • CL to feedback on how and by which mechanisms monies could be allocated from the HIF Bid to fund Town Centre improvements.
63.	<p><u>TOPIC GROUP MEMBERSHIP CHANGES</u></p> <p>The SG received an updated Topic Group Membership List. It was noted that the Housing TG was down to 5 members now. RH said the TG was meeting on Thursday and he would raise the issue.</p>
64.	<p><u>ACTIONS FROM TOPIC GROUP MEETINGS</u></p> <p>JK reported on the Town Centre TG:</p> <ul style="list-style-type: none"> • A draft masterplan for the Bath Road site was underway which will be finalised at the TG meeting on 10 December and presented to the SG at their January meeting. After that WC could be brought back into discussions and then it could form part of NP consultations with stakeholders, including the Wiltshire Councillors group that met regarding the site. • A survey of 60 Town Centre buildings is being prepared to help produce a shop front design guide. • Some initial discussions had taken place during meetings of the Bath Road site regarding public realm improvements. It is important to link the site to New Road and Bath Road. NM suggested liaising with the Chippenham Cycle Network Development Group with regards cycle/ shared path access. • With regard to the Conservation Area Character Appraisal, JK noted this was being reviewed by the TG. JS said it was important to have a section on historic environment and support might be available from Julian Allback. AC agreed that it was important to encourage the Civic Society to get involved. <p>BG reported on the Economy TG:</p> <ul style="list-style-type: none"> • A survey will be conducted of local businesses to get feedback on whether existing planning policies are working. • The only new allocated employment sites are outside the NP area. AP said an agreement may be needed between WC and parishes. Allocation usually comprised of small pockets of land and was not carried forward. A new site similar in size to Bumpers Farm was needed. It was suggested that CH/CL look into Showell Farm and Rawlings Green sites (which would be incorporated into the proposed new Parish boundary) and provide further information on the type of employment use on these sites

- The TG is looking at sustainable construction of employment buildings. NM suggested the 'Green Building Council Framework' may be more useful than BREEAM as a tool for assessing sustainable construction
- Looking at 'incubator sites' and the Bath Road site could accommodate such a use.
- Working with the Transport TG on sustainable transport to and from employment sites.

CC reported on the Green Infrastructure TG:

- Due to meet in one week.
- Currently carrying out audit on existing green spaces in order to achieve Local Green Space Designation.
- A TG member had met with WC Arboricultural Officer (with AC and NM) regarding trees. A second meeting with a Development Control WC Arboricultural Officer would be arranged.
- Green infrastructure standards - national project has been scaled back but the TG remains involved.
- Will develop the idea of 'blue infrastructure' as part of the river corridor.
- Need to include green buffers (zones) to surrounding villages. This was considered very important by neighbouring parishes in the Pre-Vision Survey Results. NM suggested looking at Corsham's NP.
- AC added that once areas are mapped the TG would look at joining them up under the policy topic of linking Green Spaces.
- With respect to socio-justice in green infrastructure policy topic it was suggested that this link with the Housing TG.
- Biodiversity net gain policy topics - NM reported the Government's Environment Bill is looking to introduce biodiversity net gain measures.

JS reported on the Transport TG:

- Mapping existing network of bus, cycle and walking routes to find gaps and opportunities.
- Looking at current transport plans. These were out of date so it was suggested that contact be made with Laura Gosling at WC.
- A list of key objectives (including design) for new cycle paths had been produced and evidence will be collected to support this.
- The principal users of public transport are the elderly so their needs should be considered, together with the needs of disabled users.
- Want to talk to WC regarding bus shelters, especially with regard to the ones on Bath Road and the Bus Station, which need to be retained. AP added that the NP can safeguard these.
- It was suggested that JS attend the meeting on 10 December with Laura Gosling at County Hall.
- AP would check whether a Gap Analysis was being carried out for Chippenham
- NM added that PET money has been set aside for an EV charging point scoping study and match funding may be forthcoming so will keep the SG informed.
- Next meeting on 16 December.

AP reported on the Housing TG:

- AC had made an application to Locality for Housing Needs Assessment. Expected to hear back early New Year as to whether this had been granted. DW asked if information on the HIF housing mix was available

	<p>and CL agreed to find out if specific information could be made available to support the NP.</p> <ul style="list-style-type: none"> • Design/Masterplan Housing sites - look at housing estates and what works - then form design principles. Three consultations planned, for Hill Rise, Charter Road and Pewsham. Leaflet drop to about 150 people planned. • All welcome to attend consultation events. NM added the SG needed to discuss how to link all consultations. <p>AP reported on the Community Infrastructure TG, although explained she had not been able to attend the last meeting.</p> <ul style="list-style-type: none"> • TG is mapping existing community infrastructure. Identifying gaps in existing community infrastructure would also be helpful for HIF. <p>NM reported on the Sustainability & Climate Change TG:</p> <ul style="list-style-type: none"> • TG members were reviewing CP41 and CP42 to look at gaps in policy, e.g. energy efficiency, renewable regeneration, carbon neutral development. Hope to be able to meet with CSE to see what is possible in these areas. • TG members were getting to grips with those policy topics it had taken on from other TGs. <p>Actions:</p> <ul style="list-style-type: none"> • NM to arrange TG members to meet with officers from CSE. • CH and CL to look at status and types of employment uses on Showell Farm and Rawlings Green and report back • AP to check if Chippenham included in WC Gap Analysis and report back. • CL to find out if specific information on the HIF housing mix could be made available to support the NP and report back.
65.	<p><u>WILTSHIRE PLANNERS MEETING</u></p> <p>AC asked the SG to let him have any questions to put to Wiltshire Planners and Laura Gosling (Transport Policy) when NM/AC/AP meet with them on 10 December 2019.</p> <p>Action: SG members to let AC have any questions for Wiltshire Planners and Laura Gosling.</p>
66.	<p><u>ITEMS FOR NEXT MEETING</u></p> <ul style="list-style-type: none"> • Presentation from Swindon & Wiltshire Local Enterprise Partnership (SWLEP) and Q&A • Report back on actions from December TG Meetings • Report back on Wiltshire Planners Meeting • JK to present initial masterplan for Bath Road Site
67.	<p><u>DATE/TIME OF NEXT MEETING</u></p> <p>7 January 2020, 6pm, Chippenham Town Hall.</p>
	<p>The meeting finished at 7.59pm</p>