



Minutes of a meeting of the Neighbourhood Plan Steering Group held at the Town Hall, High Street, Chippenham on Tuesday 3 March 2020 at 6pm

Steering Group Members Present:

Cllr Clare Cape (CC)	Ross Henning (RH)
Cllr Ruth Lloyd (RL)	Jack Konynenburg (JK)
Cllr Nick Murry (NM - Chairman)	Steve Perry (SP)
Cllr John Scragg (JS)	Dunstan Westbury (DW)
Cllr Sandie Webb (SW)	

Officers Present:

Andrea Pellegram, Neighbourhood Planning Consultant (AP)
Andy Conroy, Planning Officer (AC)
Heather Rae, Democratic Services Manager (Note Taker)

91.	<u>APOLOGIES FOR ABSENCE</u> There were no apologies for absence received.
92.	<u>DECLARATION OF INTEREST</u> No declaration of interest was received.
93.	<u>MINUTES</u> The draft Minutes of the meeting held on Tuesday 4 February 2020 were approved as a correct record.
94.	<u>CHAIRMAN'S ANNOUNCEMENTS</u> (i) The Chairman noted that Liz Field had resigned from the Steering Group (SG) due to illness, a card and flowers had been sent and the SG thanked her for work on the Neighbourhood Plan. This vacancy will be recruited. (ii) The Chairman noted there is a Green Infrastructure Strategy workshop taking place at Wiltshire Council (WC) which would be of interest to the Green Infrastructure Topic Group (TG). NM will set up meeting with CC as Chairman of the Green Infrastructure TG and the SG will be involved. (iii) The Chairman noted that Wiltshire Council Climate Emergency Task Group has been meeting with groups and coming up with planning

recommendations. The Environmental Select Committee will be putting it to Cabinet and he will update the SG on the process.

(iv) The Chairman explained that Wiltshire Council were wanting to work with the Town Council on preparing a Statement of Common Ground for the Local Plan Review, which set out the strategic priorities for Chippenham Area and what elements the Local Plan would work on vs what elements the Neighbourhood Plan would work on. Town Council Officers had had an initial meeting with WC Planners and WC Planners would work up a draft version of this document for discussion. AC confirmed the likelihood of a Working Party of Town Councillors being set up to deal with this, reporting to the Planning, Environment and Transport Committee.

(v) The final draft Public Survey was previously circulated by AC - all SG Members were happy with it. AC to now pass on to Community First Oxfordshire to carry out work.

95. **HOUSING AND SUSTAINABILITY WORKSHOPS**

The SG discussed feedback from the Housing Design workshops and Renewable Energy Strategy workshops and decided how the evidence collected from these events could be used for policy making.

Housing Design workshops

AP noted there were good conversations across the 3 housing workshops and a housing design policy will be written from these focus groups. It was disappointing that the 1200 hand delivered leaflets had not encouraged people to attend - there were 3 members of the public at the first meeting, 20 at the second and one at the third, plus TG/SG members. Every effort had been made to advertise the event.

Renewable Energy Strategy workshops

NM noted there were 20 people in room for the first Renewable Energy Strategy Workshop. The first half of the discussion was focused around general landscape issues and types of renewable energy. An activity using a card system and spreadsheet model was used to calculate that renewables could produce 20% of Chippenham's energy with approx. £50m investment.

The Centre for Sustainable Energy (CSE) will now produce a report with recommendations from the outcome of the two workshop sessions. AP noted that when WC talks to the SG about location of future housing sites, the outcome of the workshop i.e. where renewable energy features can be located, will be very influential. The report will be circulated to the SG and Sustainability & Climate Change Topic Group first.

CC asked whether CSE will look into what will 100% renewable energy provision would look like in Chippenham. NM will investigate further funding for this work.

JS asked whether the calculations had included the electricity needed for the provision of electric cars - it hadn't and this was noted.

	<p>DW asked whether the calculations had included retro-fitting on houses e.g. insulation - it was, except for historic buildings.</p> <p>Action:</p> <ul style="list-style-type: none"> • NM to enquire as to whether further funding would be available from CSE to investigate what 100% renewable energy provision for the Town would look like.
96.	<p><u>TOPIC GROUP MEMBERSHIP CHANGES</u></p> <p>An updated Topic Group Membership List was noted by SG members.</p>
97.	<p><u>UPDATED PROJECT TIMELINE</u></p> <p>NPSG members received an updated Project Timeline for the Neighbourhood Plan.</p> <p>TG evidence gathering will continue into March/April. AC and AP will thereafter refine policies, working up evidence papers from the pro forma. There will be one pro forma for each policy topic so there may be about 20 policies. The Pro forma can be emailed around if there are any issues with Google Docs.</p> <p>NM asked the SG when TG's would complete their pro formas. It was agreed that TG Chairs would ask their TG's to fill in pro formas for May SG meeting, after public survey results had been obtained.</p> <p>The first draft of the Neighbourhood Plan would be produced in Jan/Feb next year and then Reg 14 public consultation would take place.</p> <p>In April 2022 the Neighbourhood Plan would be handed over to WC and they will do Reg 16 public consultation and agree changes with SG that they think are required. It then goes to the examiner which takes a couple of months and then to referendum. This process could take 6-9 months.</p> <p>CC noted that Council elections in May 2021 could cause delay around April/May.</p> <p>Action:</p> <ul style="list-style-type: none"> • AC to email pro forma documents to JK
98.	<p><u>ACTIONS FROM TOPIC GROUP MEETINGS</u></p> <p>JK reported on the Town Centre TG:</p> <ul style="list-style-type: none"> • JK, SW and AC would be meeting with WC on 9 March to show them plans for Bridge Centre/Bath Rd site. • Further TG meeting on 10 March for shop front design guide, good work by group has been carried out. • Public realm improvements -scheme for upper market place identified as in need. War Memorial could be moved slightly. JK will circulate plans to SG. • Residential uses above shops, there will be couple of paragraphs to say it is a good idea. AP noted there had been 1750+ changes of use permissions in

Salisbury that yielded new residential. SG should ask WC for data as background evidence to understand what's happening currently in Chippenham.

- Updating the Conservation Area Character Appraisal -there is a lot of work involved. Updating it to include physical changes that occurred to buildings since first published (AP noted the original was produced by North Wiltshire and hasn't been updated since). TG bringing it up to 2020 and we can have a land use policy in NP. JK predicted it would be finished mid-April.
- River Green corridor, met with CC and SW and discussed principles and overlap of work. JK/AC/SW had a meeting with Eagle One, the leaseholders of Emery Gate, to understand their future plans for Emery Gate. Meeting with Chippenham 2020 next week to understand their future plans for Emery Gate/River Corridor.
- Need to decide how to undertake public consultation on Bath Road/Bridge Centre, War Memorial, River Corridor sites - could have an exhibition with boards, maps and pictures with brochure to receive views. AP noted the TG can do this when ready.
- JS to show JK work done on Heritage on behalf of Civic Society and liaise together.

SW left the meeting

AP reported on the Housing TG:

- AP will write report on Housing Design Workshops for mid-March.

JS reported on the Transport TG:

- Walking Routes Map has been produced detailing all walking routes in Chippenham. Sue McGill wants to speak to DW about GIS. NM noted that GIS being discussed at next SG Meeting but that would be good if Wiltshire Council GIS layers could be imported on to any NP GIS. Noted that Salisbury NP were using GIS consistent with WC GIS. AP and DW to look further into GIS for NP and report back at next SG Meeting
- David Mott has produced document detailing pedestrian access to the station, this can be put on Google Drive or Trello. Working on improvements to public transport - NM to send name of WC officer to JS who deals with public transport.
- The Cycle Network Development Group are close to completing cycle routes maps. Focusing on cycle improvements on arterial routes that CIL money could fund. Working on a virtual map of gaps in routes around town.
- SG discussed pros and cons of park & ride for Chippenham Land use, Chippenham may be too small for park and ride. May work in areas outside town on arterial routes where you can park and get bus. NP would need land, parking areas could be included in new developments but AP advised not to spend further time on this. She noted that CTC could get CIL funding which could be used for residents parking, and add park & ride to station as a requirement for new housing. AP advised this can be done in a review of NP as it is a big policy/amount of work.

CC reported on the Green Infrastructure TG:

- Gathered a lot of evidence, photographs of green spaces across Chippenham and work being done on sifting, sorting and classifying this.
- Couple of members attended Housing Design workshops will feedback to next meeting.
- WC Green Infrastructure Strategy have a survey that TG will respond to at meeting next week. NM asked will this be circulated to SG. The draft

response will be done by TG and submitted on behalf of parish council, the deadline is 31 March. NM noted it would be good if NP Green Infrastructure can be linked to WC Green Infrastructure strategy.

- Meeting still TBA with Arboricultural Officer at WC.
- Joint working with JK on River Corridor will be discussed at next TG.
- Looking for evidence on social justice, quality of green spaces relating to type of housing.
- Natural England Green Infrastructure Standards project to be removed due to delay and differing timeline with NP now.
- NM noted the Corsham NP had used bat routes to justify green corridors, plotting them onto a map and linked to policy. Has contacted 2 local bat groups, who may be able to carry out survey. CC referred to bat mitigation policy which went through WC last week. Bat work - would need to liaise with WWT and link to management plan from CTC.

NM reported on the Sustainability & Climate Change TG:

- Met last Saturday - have outline policy for carbon neutral development.
- Renewables policy - waiting for recommendations from CSE.
- Liaison with other TGs on EV charging infrastructure.

AC reported on the Economy TG:

- AC charring now, met Thursday and will meet again once survey results back.
- Tony Basham from Wiltshire College had presented at TG meeting about early stage plans for incubator units at Lackham College. They could be rented out to students, start-ups and other businesses.
- Nick Hodges, FCB studios had presented at TG meeting on sustainable construction. Firm has built sustainable buildings e.g. Heelis in Swindon. They plan to build any building zero carbon even if client didn't request this. TG to think further about mechanisms for encouraging sustainable construction. Could projects/buildings have a carbon allowance? Planning application could ask upfront for this. Buildings being more flexible, this could be done through policy or demonstrated in planning.
- NM referred to Chippenham 2020 plans for incubator units at Oak Furniture Land site. AC to enquire further with Chippenham 2020 at their meeting with them next week.

AP reported on the Community Infrastructure TG:

- TG are waiting for results of public survey.

Actions:

- JK will circulate plans for public realm improvement by War Memorial to SG.
- AC to ask Link Officer if WC can provide planning application change of use data for Town Centre.
- JS to show JK work done on Heritage on behalf of Civic Society and liaise together.
- DW and AP to look further into GIS for NP/compatibility with WC GIS and report back at next SG Meeting.
- NM to send name of WC officer to JS who deals with public transport.
- AC to find out more about Chippenham 2020 plans for incubator units.

99.

PROCESS FOR RECRUITMENT OF PUBLIC MEMBERS TO STEERING GROUP

NPSG members received the draft process for recruitment (based on CTC Standing Orders) of public members to the Steering Group to fill two vacant positions.

	AC explained the vacancy would be advertised from 4 March for two weeks. SG will advertise to TG members only first and then expand if little interest.
100.	<p><u>ITEMS FOR NEXT MEETING</u></p> <ul style="list-style-type: none"> • Presentation from Andrew Tubb, Cirencester Town Council on Cirencester Market Place improvements • Report back on actions from March TG Meetings • Evidence base and use of GIS
101.	<p><u>DATE/TIME OF NEXT MEETING</u></p> <p>Tuesday 7 April 2020, 6pm, Chippenham Town Hall.</p>
	The meeting finished at 7.55pm