



Minutes of a meeting of the Neighbourhood Plan Steering Group, held remotely via Zoom on Tuesday 1 September 2020 at 6pm

Steering Group Members Present:

Cllr Nick Murry (NM - Chairman) Ross Henning (RH)
Cllr Mary Norton (MN) (from 6.12pm) 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)
Barry Pirie, Director of Community Services (BP)
Ann Chard, Administrative Officer - Planning (Notes)
Michael Weeks, Democratic & Civic Officer (MW)

Prior to the meeting, NM checked that everyone was able to participate.

20.	<u>APOLOGIES FOR ABSENCE</u> Apologies for absence were received from and Cllr Clare Cape, Cllr Ruth Lloyd and Jack Konynenberg.
21.	<u>DECLARATION OF INTEREST</u> No declaration of interest was received.
22.	<u>PROTOCOL FOR VIRTUAL MEETINGS OF THE NPSG</u> NM ran through the Protocol for this virtual meeting.
23.	<u>MINUTES</u> The minutes of the meeting held on 4 August 2020 were approved as a correct record.
24.	<u>CHAIRMAN'S ANNOUNCEMENTS</u> <ul style="list-style-type: none">• There will be a slight delay of approx. 3 months to the timetable for the Local Plan Review. Formal engagement is planned for the fourth quarter of this year and it is planned for adoption in the second quarter of 2023.

- AC had attended a WALPA (Wiltshire Area Localism Planning group - a group set up because of the recent Malmesbury NP issue) meeting on 26 August. Radio and press coverage had been issued but no responses have been received from MPs yet so parishes may wish to chase up their MPs. Malmesbury wants a fast-track review of its NP. Wiltshire Council advised that to qualify as a two year qualifying plan, it must contain material changes but not so as to trigger a referendum. Malmesbury needs to increase its housing numbers but not introduce any new sites. It could take approx. 15½ months. They have a meeting with Toby Sturgis on 10 September and WALPA will meet again on the 23 September when they will be looking to collect views on the Planning White Paper. They have asked if participants can join in with the Wiltshire Council debate on this on 20 October. AC reported that at this stage there are no radical changes proposed in relation to the NP.

ACTION: AC to forward details of this meeting to the SG.

- AC will draft a response to the Planning White Paper which will go the next PET Committee meeting and so the Town Council will respond formally. In relation to the NP, it states that “NPs should be retained as an important means of community input and we will support communities to make better use of digital tools”. It mentions NPs being more focused and spreading out to towns and cities and even streets and a greater use of digital tools. This is followed by two questions: “Do you agree that NP plans should be retained in the reformed planning system” and “How can the NP process be developed to meet our objectives such as in the use of digital tools and reflecting community preferences about design”.

ACTION: AC to share his draft response with the SG prior to PET.

RH mentioned that at a meeting to discuss Calne’s draft response the amalgamation of CIL and section 106 money had been raised. AC responded that his understanding is that the 25% CIL money the Town Council receives will still be retained, the section 106 will disappear and the 75% will be replaced with a national levy. AP added that there is some concern that there will not be the ability to negotiate the finer points of larger developments which may result in a lower standard of development.

(Councillor Mary Norton joined the meeting)

- There have been some changes to use classes. A1, B1 and D1 have been replaced by class E (commercial business and services) and F applies to learning and non-residential institutions and local community uses. AP said these changes would help to allow flexible use in the Town centre. JS added that in the past it was felt that certain types of business such as estate agents and solicitors should be retained in St. Mary Street rather than taking up active shop fronts in the Town centre and he raised concerns over losing control over where these businesses go in future affecting the look of the High Street. AP replied that currently the High Street in is a perilous state so any kind of business should be welcome.
- NM raised the possible implications of new criteria for building upwards on buildings. AC said that the criteria and rules were very complicated but that there are limitations on what can be done, particularly in conservation areas.

25.	<p><u>TOPIC GROUP ISSUES</u></p> <p>Town Centre (SW) No issues to report. AC, JK and DW had met to look at the River Green Corridor Masterplan which will go to the October meeting. Work continuing on the Conservation Area Appraisal.</p> <p>Housing (RH) Meeting held last week and went through the Design Code to arrive at a final draft. It was felt that certain things were important and should be kept in. Draft sent to AC, AP and SP and this will go to the October meeting.</p> <p>Community Infrastructure (AP) Happy with finished version but will update with new class uses.</p> <p>Green Infrastructure (AC) Two policies being looked at tonight. August meeting postponed. May do policies on Green Buffer to Surrounding Settlements and Socio-Justice in Green Infrastructure.</p> <p>Transport (JS & DW) No issues since last meeting. Amended Public Transport in light of comments made at the last meeting. There have been some changes to cycle paths but these are short term only so outside the NP. Lawrence is looking at how to incorporate new guidance on cycle infrastructure.</p> <p>AP added that the Policy Planner showed that we are behind with Walking Routes and she stressed to the Transport TG that the main walking routes are really important. We don't know where the strategic housing allocations will go yet and we want to have a policy in the Design Code ensuring we have continuous links to these key routes. Need a map showing these key routes. NM added that the original Wiltshire Council cycle map is now out of date but a new map produced by the Cycle Network Development Group has other routes which need to be developed in future so a 'wish list' of routes could be included in the plan. AP agreed this was a good idea and added that CIL money could be used to pay for these routes in future. Developers would be expected to pay to improve any missing links to the cycle network.</p> <p>ACTION: AC to email Sue McGill regarding the progress of Walking Routes.</p> <p>Climate and Sustainability (NM) Trying to arrange a further meeting with Gemma regarding the Renewable Energy policy. Had a quick review of the Net Zero Carbon Development policy. Stable Construction still to be done. Working with Matthew Shore.</p> <p>Economy (AC) Finished Group. Incubator Units still outstanding. AP added there is something in the Design Code on this.</p>
26.	<p><u>POLICY PLANNER</u></p> <p>AC shared the Policy Planner on screen. 16 policies have been agreed in principle already, 4 to be looked at tonight plus the Design Code, Conservation Area Appraisal and Shop Fronts Design Code as supplementary documents still to come back to the SG for signing off with a maximum of 6 policies remaining. Need to decide which will not be pursued and minute this.</p>

	<p>The SG discussed policies which were not ticked on the Planner such as Sustainable Drainage, Commercial Food Waste in the Town Centre and Green Space Standards in New Housing Development. Some aspects of these policies were included in other policies.</p> <p>AP proposed that at the next meeting the SG should review where it is at and decide which policies proceed to full policies and which are dropped. It needs formal agreement and monitoring at the next meeting. AC pointed out that there are 26 policies already. He and AP would check to see if all policies were required and circulate this information prior to the next meeting.</p> <p>ACTIONS: AC to add link to proformas onto the Policy Planner. AC to circulate information on which policies are required prior to next meeting.</p>
27.	<p><u>DRAFT POLICIES REVIEW</u></p> <p>AC presented draft policies for approval and SG Members agreed the following policies in principle:</p> <p>8.1 - Chippenham Conservation Area and Buildings of Local Merit JK is working on the Conservation Area Appraisal which is supplementary to this policy. It will have a map and appendix. It was noted that listed buildings would be listed separately to emphasise the attractiveness of the Town for visitors in terms of heritage. This will be updated to keep it relevant.</p> <p>Wiltshire Council has no plans to update its Conservation Area Appraisal document of 2007 or Management Plan of 2010 but AC confirmed that the NP document would still carry weight. JS pointed out that the criteria for planning application decisions had changed over the years so this should be reflected. AC replied that a separate policy covered advertising and shop fronts.</p> <p>With regard to buildings of local merit, Historic England criteria had been used and maybe more detail was needed. SG members were asked to send in details of any buildings they thought should be included on the list and it was agreed that photos would be a good addition. NM queried if the Civic Society had been consulted. JK was a member but it was agreed that JS would send them an email. SW suggested that the descriptions of some buildings, e.g. the Library be tidied up and only factual wording used.</p> <p>ACTION: JS to email Civic Society.</p> <p>8.2 - Trees, Woodland and Hedgerows AC reported that this had not been an easy policy to write. With regard to tree replacement, AC had looked for guidance on this and found that one parish had used the Bristol Tree Replacement Scheme in its NP so he had used this. Information on recommended types of replacement trees had also been included. With regard to a policy on new housing developments, the NP did not contain enough evidence but version 2 could include such evidence, especially as the Town Council now has a Tree Officer. AP suggested that reference be made to national statistics for all new developments, i.e. say that all new developments over a certain size are expected to meet the national target for tree cover. NM agreed and added that the Woodland Trust is behind this too. NM asked if the policy will require the public to replace a felled tree and also what could be done to prevent the public felling trees in advance of a planning application. AP advised that some form of wording be added on this. AC had spoken to the CTC Tree Officer who was happy with the</p>

	<p>policy and is now working on a separate management plan for trees within CTC management. The tree cover in Pewsham was shown to be poor, possibly because the ward boundary includes areas of farm land too. It was agreed this should be a separate tree planting policy and not incorporated in the Chippenham Design Code.</p> <p>8.3 - Wildlife Corridors AC explained that three corridors had been identified. AP will discuss with AC the use of developer contributions for the enhancement of green corridors. It was noted that the parish boundary was not included on the map. As the boundary will change in May next year, it was agreed that the proposed boundary should be shown on the map. AC added that the NP boundary would need to be amended in time. It was agreed to look again at the width of flood plain shown on the map as it appears too narrow. NM recapped that the map be reviewed, the potential boundary be added and formally updated when it comes into force, the current boundary be added and the corridor and flood plain be extended. Map to be revisited at the next meeting (after AC had run it past the Green Infrastructure TG).</p> <p>AC summarised the following policies, still to be finalised:</p> <p>Shop Fronts and Adverts Design Guide (to October) River Green Corridor Masterplan (to October) Walking Routes Incubator Units Green Buffer to Surrounding Settlements- may just refer to this in supporting text Socio-Justice in GI War Memorial Area (to October) Sustainable Construction</p> <p>SP mentioned that in the Chippenham Design Guide there is a section on green infrastructure which may need more detail if not a separate policy. AC added that SP, RH and AP will get together on this and it will go to the October meeting.</p>
28.	<p><u>ITEMS FOR NEXT MEETING</u></p> <ul style="list-style-type: none"> Review new Topic Group proformas/draft policies <p>It was noted that as the SG meetings are recorded, this should be mentioned at the start of all future meetings.</p>
29.	<p><u>DATE/TIME OF NEXT MEETING</u></p> <p>6 October 2020, 6pm, remote meeting.</p> <p>NM reminded everyone to let AC have any comments on the meeting.</p>
	<p>The meeting finished at 7.35 pm</p>