



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

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| Steering Group Members Present:                                    |                       |
| Cllr Clare Cape (CC)   | Ross Henning (RH)     |
| Cllr Ruth Lloyd (RL)   | Jack Konynenburg (JK) |
| Cllr Nick Murry (NM - Chairman)                                    | David Mott (DM)       |
| Cllr Mary Norton (MN)  | Steve Perry (SP)      |
| Cllr John Scragg (JS)  | Dunstan Westbury (DW) |
| Cllr Sandie Webb (SW) (part)                                       | Fiona Williams (FW)   |
| Officers Present:  |                       |
| Andrea Pellegram, Neighbourhood Planning Consultant (AP)           |                       |
| Andy Conroy, Planning Officer (AC)                                 |                       |
| Ann Chard, Administrative Services Officer - Planning (Note Taker) |                       |

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| 44. | <p><b><u>ANNUAL APPOINTMENT OF STEERING GROUP CHAIRMAN AND VICE-CHAIRMAN</u></b></p> <p>The Steering Group (SG) were asked to endorse the annual appointment of SG Chairman and SG Vice Chairman as required by the SG Terms of Reference. It was agreed that Cllr Nick Murry would remain as Chairman and Cllr John Scragg as Vice-Chairman.</p> |
| 45. | <p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>There were no apologies for absence.</p>  |
| 46. | <p><b><u>DECLARATION OF INTEREST</u></b></p> <p>No declaration of interest was received.</p>  |
| 47. | <p><b><u>PROTOCOL FOR VIRTUAL MEETINGS OF THE NPSG</u></b></p> <p>NM ran through the Protocol for this virtual meeting.</p>   |
| 48. | <p><b><u>MINUTES</u></b></p> <p>The minutes of the meeting held on Tuesday 6 October 2020 were approved as a correct record.</p>  |

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| 49. | <p><b><u>CHAIRMAN'S ANNOUNCEMENTS</u></b></p> <ul style="list-style-type: none"> <li>NM reported that the consultation on the White Paper had now closed. He asked AC to circulate the Town Council's response to the White Paper to the SG. He added that there is another response with more detail on the Wiltshire Climate Alliance website and was happy to share if anyone was interested.</li> <li>NM reported that recommendations from Wiltshire Council's Climate Emergency Task Group, which have implications for the Local Plan and potentially for the NP, were due out today but due to lockdown the Environmental Select Committee meeting had been cancelled. This means the recommendations have not been endorsed and therefore cannot be shared. As there will not be another meeting of that Committee until January, he would try to find out how this information will be shared. He suggested that if any SG members were interested, they email him for more information. AP responded that she and AC need to see this information for drafting policies and NM agreed to speak to WC Officers and get back to her.</li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>AC to circulate Town Council's response to White Paper to SG.</li> <li>NM to find out how the recommendations from Wiltshire Council's Climate Emergency Task Group will be shared.</li> </ul> |
| 50. | <p><b><u>STEERING GROUP TERMS OF REFERENCE</u></b></p> <p>The SG reviewed the Steering Group Terms of Reference and no changes were proposed.</p>   |
| 51. | <p><b><u>WALPA UPDATES</u></b></p> <p>NM reported that he and RH had attended the recent WALPA meeting with Wiltshire Council which mainly focused on how the White Paper would affect neighbourhood plans. The Wiltshire Council 5 yr Housing Land Supply was also discussed. It was noted that updated 5 yr Housing Land Supply figures are due this month.</p>   |
| 52. | <p><b><u>POLICY PLANNER</u></b></p> <p>The updated Policy Planner was noted. Draft policies which have yet to be finished are Walking Routes, Incubator Units and Sustainable Construction.</p> <p>NM mentioned that there was a consultation taking place regarding walking routes which need to be registered. He would find the information and pass to AC for circulation. RH added that the Ramblers had noticed about 5000 routes across the country were in danger of being lost if not registered.</p> <p>AP added that with regard to Sustainable Construction, the Design Code policy talks about sustainable materials and the Circular Economy policy talks about trying to reuse materials. She suggested adding some content to these. RH added that materials should be sourced as locally as possible.</p>  |

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|     | <p><b>Action:</b> NM to forward to AC information on a consultation on walking routes, for AC to circulate to the SG.</p>   |
| 53. | <p><b><u>NEXT STEPS</u></b></p> <p>AC ran through the next steps with regard to the original Neighbourhood Plan timeline and reported that the timeline was currently approx. 2 months' behind. He would be writing a note for the Town Council's Corporate Management Team, setting out different options for them to agree but he felt the option to amend the NP boundary then go to Regulation 14 consultation immediately after the local elections was the most probable one.</p> <p>NM asked what would happen if any of the Town Council representatives on the SG were not re-elected in May 2021. AC agreed to look into this. AP added that community members would stay on the SG and elected members too if re-elected. She suggested having a strategy with the Town Council and agree a way forward should there be a change of personnel. AC suggested that full Council agree a strategy at the end of March so that the NP could go out to Reg. 14 consultation straight after the election. NM said it should be remembered that there would be a gap around the elections next year where the SG would not be able to make any decisions. He questioned whether remote public consultation could take place if the country was still at a high level of COVID restrictions and AC replied that all information could be put on the website for public consultation. AP added that she had guidance notes on Reg. 14 consultation that quite a few planning authorities have agreed already which she will advise. RH asked if surrounding parishes would be contacted and AC confirmed this would be a good thing to do before going out to public consultation. He would work on a strategy for early next year.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• AC to report back to the next meeting on strategy for ensuring continuity of Steering Group and NP post-local elections period.</li> <li>• AC to work on a strategy for talking to surrounding parishes, prior to public consultation.</li> </ul> |
| 54. | <p><b><u>DRAFT POLICIES REVIEW</u></b></p> <p>SG members agreed in principle the following draft policies, subject to any adjustments listed:</p> <p>11.1 - Public Realm Improvements to Upper Market Place</p> <p>JK ran through the proposed improvements in detail. These included rearranging car parking to make the area a more attractive public space, soft landscaping, using improved paving materials and changes to the carriageway to make it a shared area where pedestrians and cyclists have priority. AC listed the benefits of the improvements and referred to similar improvements made to Cirencester market place. NM queried whether protection of the fountain/spring on the side of the Yelde Hall was included and JK agreed this could be a good subject for discussion. DM expressed concerns regarding bus routes and the volume of traffic going over the areas concerned. AC agreed that more could be added to the document on the effect the improvements may have on parking and traffic flow.</p>  |

DW suggested that the width of bays for any perpendicular parking, the available road width be looked at, and disabled bays be taken into consideration.

AP recalled that at Cirencester market place scheme, a Traffic Regulation Order (TRO) was needed which took years to implement. It involved redirecting traffic and was very controversial at the time but now residents love it. She suggested if ever implemented in Chippenham a period of monitoring traffic flow post-implementation would be required and any proposals should consider whether a TRO would be required. Also durability of materials used should be considered. DW agreed that a TRO would be needed as parking was being added to the highway.

JS suggested that the Shambles needed improvement. CC added that the drains in the Market Place needed sorting out. NM asked AP, AC and JK to look at cycle routing for the Upper Market Place relative to the NP cycling policy.

**Action:** AC to amend draft policy to emphasise how it could better address parking, congestion and highway safety issues, and cycle routes

(Councillor Sandie Webb left the meeting at 6.50pm)

## 11.2 - Chippenham Conservation Area Character Appraisal

AC explained that the 2007 document had been updated and JK had spent a long time working on this, giving the new version a modern view on some subjects but that the structure was still the same. He explained the format of the sections and handed over to JK. JK said that all the work on the previous version had been done by one WC Officer. They had done an excellent job but the document was biased towards old buildings and also contained lots of errors. The amended version is over 200 pages and covers 18 areas. More photos need to be added. JK choose one character area as an example and explained the different sections.

AC confirmed that the 2007 document was a Character Appraisal, then in 2010 Wiltshire Council did a Management Plan document which is Supplementary Planning Guidance. Ideally Wiltshire Council would do an updated Management Plan for the NP's Character Appraisal but due to lack of resources, this is unlikely. Therefore care should be taken to ensure that nothing in the Character Appraisal contravenes anything in the Management Plan. The two documents will go together.

NM asked for a summary of changes made to the original document and AC said he could scan in JK's notes and circulate to the SG.

NM and AP thanked JK for all his hard work on this. AP mentioned that the key is not clear and a section on Methodology is needed. JK added that others in the Town Centre Topic Group had worked on this and AP agreed they should also be added within the Methodology. She suggested cross-referencing the document with the Shop Front Design Guide.

DM expressed concerns regarding the size of the electronic document which was too large to handle. AC said this could be because of the photos which have since been compressed. DM queried where the SG stood when it came to approving a

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|     | <p>document if they didn't agree with some of the views on individual buildings contained within it. AP said that it was important to explain that the work on the Appraisal was carried out by a qualified Architect and Planning Officer, who are competent to do this kind of work. It will be subject to Reg. 14 and Reg. 16 consultation so if there is anything wrong with it, any comments will have to be addressed. JS stressed the importance of views such as those of the countryside from the Town. He would look at The Priory, an arts and crafts building, with regards to local designation. RH said he would chase up parking enforcement in the Market Place. JS said he was looking at WW2 defences such as pill boxes to see if they could be designated as Buildings of Local Merit. AC suggested that Buildings of Local Merit needed to be explained further with a section added to the Conservation Area Appraisal.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• AC to scan JK's Appraisal notes and circulate to SG. Also to look into circulating reduced file size version of Appraisal</li> <li>• JK &amp; AC to continue formatting and completion of Conservation Area Appraisal.</li> </ul> |
| 55. | <p><b><u>ITEMS FOR NEXT MEETING</u></b></p> <ul style="list-style-type: none"> <li>• Mop-up draft policies</li> </ul> <p>All were reminded of the need for more photos particularly for the Design Code which currently has none (RH and SP leading on the Design Code). AC agreed to set up a Google drive folder where SG Members could upload photos.</p> <p><b>Action:</b> AC to set up Google drive folder for photos. SG Members to populate with photos.</p>   |
| 56. | <p><b><u>DATE/TIME OF NEXT MEETING</u></b></p> <p>Tuesday 1 December 2020, remote meeting.</p>  |
|     | <p>The meeting finished at 7.35pm</p>   |