



Minutes of a meeting of the Neighbourhood Plan Steering Group held virtually on Zoom, on Tuesday 2 March 2021 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)	David Mott (DM)
Cllr John Scragg (JS) (from 6.10pm)	Steve Perry (SP)
	Dunstan Westbury (DW)
	Fiona Williams (FW)
Officers Present:	
Andrea Pellegram, Neighbourhood Planning Consultant (AP)	
Matt Kirby, Director of Community Services (MK)	
Andy Conroy, Planning Officer (AC)	
Ann Chard, Administrative Services Officer - Planning (Note Taker)	

90.	<u>APOLOGIES FOR ABSENCE</u> There were apologies for absence from Councillors Mary Norton and Sandie Webb.
91.	<u>DECLARATION OF INTEREST</u> No declaration of interest was received.
92.	<u>PROTOCOL FOR VIRTUAL MEETINGS OF THE NPSG</u> The Chairman ran through the Protocol for this virtual meeting.
93.	<u>MINUTES</u> The minutes of the meeting held on Tuesday 2 February 2021 were approved as a correct record.
94.	<u>CHAIRMAN'S ANNOUNCEMENTS</u> There were no Chairman's Announcements
95.	<u>WALPA UPDATE</u> NM reported on a recent WALPA meeting and outlined the 5 key points WALPA are writing to the Secretary of State (SoS) requesting action on, as follows:

	<ol style="list-style-type: none"> 1. Remove the NPPF Section 14 requirement that, to be taken into consideration, Neighbourhood Plans must be less than 2 years old; 2. Remove the changes to the definition of planning areas that in Wiltshire's case has made the whole unitary authority the planning area in place of more meaningful sub divisions; 3. Reverse the changes to the methodology for the calculation of land supply for housing which have so tipped the control of the calculation into the hands of developers; 4. Enable local authorities to take reasonable measures against developers who are failing to deliver agreed housing plans across multiple sites so that these delays do not become part of the 5 year land supply shortfall; and 5. Undertake a review of the Standard Method for calculating housing numbers, which is now considerably out of date and further undermines Neighbourhood Plans by setting undeliverable targets that increase the likelihood of failing to meet a 5 year land supply. <p>NM added that there will be a press release and the Town Council has signed up to the SoS letter under delegated authority via PET.</p> <p>Action: NM to forward WALPA letters to AP</p>
96.	<p><u>COMMENTS ON VERSION 3 OF DRAFT PLAN</u></p> <p>SG members were asked to consider any comments on Version 3 of the Draft Neighbourhood Plan & Annexes 1-3, which have been revised as per amendments suggested by the Steering Group, the Planning Consultant and the Planning Officer to Version 2. AC read out the changes and confirmed that the link to Version 4 would be circulated in a couple of weeks so there was still time to make changes to the document.</p> <p>Action: AC to circulate link to Version 4 of Draft Plan before next SG meeting.</p>
97.	<p><u>OUTSTANDING ITEMS FOR NEIGHBOURHOOD PLAN</u></p> <p>SG members were asked to note and action the outstanding items which need to be resolved in order to progress the Neighbourhood Plan, as set out in the Outstanding Items Report. The following was noted:</p> <ul style="list-style-type: none"> • Policy SCC1 - The policy had been reviewed and commented on by Centre for Sustainable Energy (CSE).AC would edit policy accordingly. • Policy SCC2 - Nick Hodges would be chased by AC/NM for his comments on policy. NM had spoken to CSE about this topic and had been pointed to another Local Plan policy with a sustainable construction policy. • Policy SCC3 - Feedback had been received from Eden Renewables and Spring on potential renewable energy sites. Both had suggested a large Wiltshire Farm site would be suitable for renewable energy but had not provided further details on best location within the larger site. NM

suggested chasing/meeting them for details. RH asked if there was any scope for wind turbines. NM replied that the NP policy currently states that it would generally support renewable energy, but it would be good to add more specifics to the policy if possible. AP said that Wiltshire Council is relying on the NP to identify potential sites but she recommended that the NP did not try to do this as it is extremely complicated. She suggested just supporting in principle, subject to certain requirements.

- Policy TC5 - JS confirmed he was working on a list of Buildings of Local Merit. An item had been included in the Civic Society's Buttercross Bulletin requesting suggestions for buildings, but no responses had been received to date. JK was working on the list of existing buildings descriptions but had experienced problems using the link AC had sent. JS suggested adding Providence Terrace, the Old Laundry building on Ivy Road and Bagatelle Cottage on Wood Lane as Buildings of Local Merit.
- Design Guide, para 9 - RH had wanted to meet up with JK but this had not been possible due to lockdown. They hoped to meet up as lockdown eases. RH would write up the justification for the three housing estates which formed the basis of the public workshop and explain why these had been chosen.
- Design Guide, paras 29 & 63 - Regarding how the radiating footpath and cycle network would look in practice, DM agreed to look at LTN/120 to see if there was anything that could be used. NM pointed out that LTN/120 is moving away from shared to segregated cycle routes. He suggested DM re-engage with Laurence Cable to work on this. AC suggested 'radiating paths' were more about town planning design principles - which would have a local centre with footpaths radiating out from it and how that would look in diagrammatic form. AP stressed the importance for new developments to have an active central hub with shops, etc. and paths leading to it and to the town centre. NM added that this would fit in nicely with the Cycle Development Group's revised route map. With regard to rat running, AC would come up with a few sentences on this and RH would also input.
- Design Guide, para 79 - AC to change wording to read 'most up to date'.
- Design Guide - RH had taken a few photos. JK would take some for the Conservation Area Character Appraisal and there would be some photos which could be used for other areas too. JS had uploaded some. CC had provided lots of photos for the Green Infrastructure evidence. JS would take some photos of the High Street once the weather improved. NM suggested doing a call out for photos needed to fill gaps. AC had taken a few shots of shop fronts. He would focus on looking at Green Infrastructure first and would liaise with CC on this.
- Shopfronts Design Guide - as stated above, AC had taken some photos and the Guide was almost complete.
- Conservation Area Character Appraisal - DM was thanked for his comments on reviewing this. Some checking still needed to be done and some areas would need to be re-written given physical changes on the ground.

- Conservation Area Character Appraisal - AC explained that it has not been possible to obtain original maps from Wiltshire Council and queried whether simpler maps with an updated OS base, just showing the character area boundaries might be sufficient. JK suggested leaving the maps as they are, except for the Flowers Yard map which should be removed and replaced with an aerial view. AC to seek advice from Wiltshire Council on whether an updated OS base map is essential or not. RH suggested contacting Daniel Webb who has a drone which could be used for aerial photos. AC to let RH know if this is needed.
- Conservation Area Character Appraisal - JK would check to make sure standardised headings are used.
- AC added to the list of outstanding items that a Preliminary Ecological Appraisal on the River Avon had been received from the Wiltshire Wildlife Trust, so the River Green Corridor Masterplan policy may need updating and this information could possibly be used as evidence in the Green Corridors and Biodiversity Policies. CC was surprised by the stated limited life expectancy of the weir which will potentially have an impact on the upstream section. There was even mention of the weir being removed. JK ran through the history of the weir and added that the problem is one of mechanics.
- AP to seek SEA/Habitats screening opinion from Wiltshire Council Planners.
- AC to apply to formally amend the NP boundary once confirmation has been received from Langley Burrell and Lacock that they do not object to the boundary changes.
- AC to contact Ice House Design on design/formatting NP and Pear Mapping re OS maps.

Actions:

AC to send AP the response from CSE.

AC/NM to chase response from Nick Hodges to Sustainable Construction Policy.

AC/NM to chase renewable energy providers for further details.

JS/JK to continue working on Buildings of Local Merit descriptions

RH/JK to provide justification for 3 housing estates chosen in Design Guide and describe existing Chippenham architecture

AC to provide wording on 'rat running', and also revise wording of para. 79 of Design Guide

DM to review LTN/120 to see if there is any information regarding radiating paths

AC to check with Wiltshire Council whether Conservation Area Character Appraisal maps need to be updated or not.

JK to add photos to Conservation Area Appraisal. Read through document again to pick up any updates.

AC to add information from WWT River Avon PEA to River Green Corridor Masterplan, Green Corridors and Biodiversity policies

AP to seek SEA/Habitats screening opinion from Wiltshire Council Planners.

AC to apply to amend the NP boundary once confirmation has been received from Langley Burrell and Lacock that they do not object to the boundary changes.

AC to contact Ice House Design on design/formatting NP and Pear Mapping re OS maps.

	All to continue to take photographs/upload to Google Drive to illustrate Design Guide and NP chapters
98.	<p><u>STAKEHOLDER LIAISON</u></p> <p>SG members were asked to approve the strategy for stakeholder liaison on the Neighbourhood Plan prior to Regulation 14 public consultation, as set out in the Stakeholder Liaison Report. AC ran through the stages in the report and the SG agreed the strategy.</p>
99.	<p><u>ITEMS FOR NEXT MEETING</u></p> <p>The SG discussed what format the Reg 14 consultation should take. AC suggested two possible strategies: one for if COVID-19 restrictions are still in place, and one for if COVID-19 restrictions have been lifted. AP suggested an on-line consultation to ensure that all the responses are captured for the Consultation Statement. She suggested putting together a draft survey and getting a quote. A few paper copies could be provided, for posting to those who requested it, and also a consultation flyer setting out the main issues that the NP covers. She said this could possibly be done in time for the next meeting. NP said it was important to have copies available at places such as the Library, as quite a number of residents do not have internet access. AP replied that at the moment due to COVID-19 restrictions it is not possible to have paper copies out for inspection, but by the time the consultation begins things may have eased. She also suggested holding public Zoom meetings. NM suggested doing a YouTube presentation and AC said that Melksham NP had done similar, posting one minute videos from members of the community on its website. RH suggested displaying information in the windows of the Community Hub, before and after it is open in June. AC reiterated a previous point made by FW that it needed to be made crystal clear that the NP consultation is separate from the Local Plan Review consultation. It was agreed that AC and AP would work up a proposal for the SG to consider at the next meeting. Items for the next meeting:</p> <ul style="list-style-type: none"> • Agree a strategy for undertaking Regulation 14 Consultation (update to Communication & Engagement Strategy). • Review Version 4 of the draft Plan.
100.	<p><u>DATE/TIME OF NEXT MEETING</u></p> <p>6 April 2021, 6pm, Remote meeting</p>
	The meeting finished at 7.15pm