



Minutes of a meeting of the Neighbourhood Plan Steering Group held virtually on Zoom, on Tuesday 1 June 2021 at 6pm

Steering Group Members Present:	
Cllr Clare Cape (CC) (part)	
Cllr Robert Giles (RG)	Ross Henning (RH)
Cllr Nick Murry (NM - Chairman)	Jack Konynenburg (JK)
Cllr Matthew Short (MS)	Steve Perry (SP)
Cllr John Scragg (JS)	Fiona Williams (FW)
Officers Present:	
Andy Conroy, Head of Planning (AC)	
Lynsey Nichols, Head of Communications and Customer Services (LN)	
Michael Weeks, Democratic and Civic Officer (MW)	

113.	<u>APOLOGIES FOR ABSENCE</u> There were apologies for absence from Councillors Mary Norton and Dunstan Westbury.
114.	<u>DECLARATION OF INTEREST</u> No declarations of interest were raised by members.
115.	<u>PROTOCOL FOR VIRTUAL MEETINGS OF THE NPSG</u> The Chairman referred to the Protocol for this virtual meeting.
116.	<u>MINUTES</u> The minutes of the meeting held on Tuesday 6 April 2021 were approved as a correct record.
117.	<u>CHAIRMANS ANNOUNCEMENTS</u> i) All new members were welcomed, and everyone introduced themselves. Meetings were held with local parishes to brief them on the draft Neighbourhood plan and feedback was positive, particularly on aspects like the green buffer.
118.	<u>LOCATION OF FUTURE NPSG MEETINGS</u>

	<p>Following a discussion by group members it was agreed that if possible the next meeting in July should be in person at the Town Hall (depending on COVID restrictions at the time), and for subsequent meetings, depending on the agenda, a mix of in person and virtual meetings.</p>
119.	<p><u>FEEDBACK FROM WILTSHIRE PLANNERS MEETING</u></p> <p>AC/NM confirmed that Wiltshire Council had explained that there was nothing troubling them with the scope of the plan although they had not reviewed it in detail. It was currently considered that SEA & HRA screening was not necessary. AC confirmed they were did not comment on specific policies at the meeting, but Wiltshire Council stressed the importance of providing evidence on items such as the Local Green Space (LGS) Designation.</p> <p>It was confirmed by AC that Chippenham TC would have to wait at least six weeks for the Langley Burrell Neighbourhood Area application to be approved before our application to extend the Chippenham Neighbourhood Area could be considered. AC to take a report to Full Council in June to obtain resolution from the Council to agree to extension of the Neighbourhood Area.</p>
120.	<p><u>CONSULTANT COMMISSIONING</u></p> <p>AC confirmed 3 written quotes had been obtained for design/formatting of the Neighbourhood Plan, which were evaluated with the Town Council's Corporate Management Team. Ice House Design were instructed following the evaluation. Wiltshire Community First had been instructed to undertake the Regulation 14 questionnaire, and Pear Mapping to create OS maps for the Plan.</p> <p>AC confirmed that draft questions for the Regulation 14 questionnaire would come to the next group meeting. RG queried whether there was any scope to have '1-10 rating' type of questions in the consultation. NM/AC confirmed that previous surveys had used this format to illicit more open-ended responses but that the Regulation 14 questionnaire needed to used closed questions to evaluate agreement (or not) with our draft policies.</p>
121.	<p><u>DESIGN/FORMAT OF NEIGHBOURHOOD PLAN</u></p> <p>AC shared a screen shot of the draft design to the group, which the group approved. The group discussed the illustrations on the front of the document and the group felt it was better to have a local landmark on the front.</p> <p>LN confirmed that the Council has a large photo library of the town and something suitable could be chosen.</p> <p>Following a query from JS, AC confirmed that some printed copies of the final document would be placed in public locations, otherwise the document will be able to be viewed electronically.</p>
122.	<p><u>REVISIONS TO DRAFT PLAN</u></p> <p>AC confirmed the following</p>

	<ul style="list-style-type: none"> • Deletion of the Residential Uses within the town centre policy and text due to recent Government law changes. • Deletion of reference to primary / secondary frontages in Town centre introduction. • Addition of LGS adjacent to Long Close / Hardens Mead following advice from Wiltshire Council to proceed with taking this forward. • Standardisation of footnotes. • Removed some lower quality images.
123.	<p><u>OUTSTANDING ITEMS FOR NEIGHBOURHOOD PLAN DOCUMENTS</u></p> <p>AC asked all group members to try to get any outstanding work resolved / completed in June.</p> <p>Group also discussed photos that were still required. JK wondered if a drone shot of Bath Road Car Park would be better since the site was too large to photograph from the ground. RH agreed to liaise with a drone photographer he knew to see if he would be interested in doing this for us.</p> <p>All photos should be sent to AC.</p>
124.	<p><u>REGULATION 14 POSTER / FLYER</u></p> <p>The poster was approved by group members. It was confirmed by NM that the Regulation 14 consultation (draft plan and questionnaire) would only take place on Town Council property at the last NPSG meeting, but that the poster/flyer could be displayed within any local venues.</p>
125.	<p><u>OUTSTANDING ITEMS FOR REGULATION 14 CONSULTATION</u></p> <p>There are items outstanding prior to the consultation being able to occur, but they are for LN and AC to finalise and complete.</p>
126.	<p><u>ITEMS FOR NEXT MEETING</u></p> <ul style="list-style-type: none"> • Report back on outstanding items for Neighbourhood Plan Documents. • Report back on outstanding items for Reg 14 Consultation. • Questionnaire for Reg 14 Consultation.
112.	<p><u>DATE/TIME OF NEXT MEETING</u></p> <p>Next meeting will be on 6 July 2021, 6pm, venue TBC</p>
	<p>The meeting finished at 7.33pm</p>