



Minutes of a meeting of the Neighbourhood Plan Steering Group held virtually on Zoom, on Tuesday 06 July 2021 at 6pm

Steering Group Members Present:

Cllr Clare Cape (CC)	Jack Konynenburg (JK)
Cllr Robert Giles (RG)	David Mott (DM)
Cllr Nick Murry (NM - Chair)	Steve Perry (SP) (part)
Cllr Matthew Short (MS)	Dunstan Westbury (DW)

Officers Present:

Andrea Pellegram, Neighbourhood Planning Consultant (AP)  
Andy Conroy, Head of Planning (AC)  
Lynsey Nichols, Head of Communications and Customer Services (LN)  
Heather Rae, Head of Democratic Services (HR)

128.	<b><u>APOLOGIES FOR ABSENCE</u></b> There were apologies for absence from Fiona Williams and Councillor Mary Norton.
129.	<b><u>DECLARATION OF INTEREST</u></b> No declarations of interest were raised by members.
130.	<b><u>PROTOCOL FOR VIRTUAL MEETINGS OF THE NPSG</u></b> The Chairman referred to the Protocol for this virtual meeting.
131.	<b><u>MINUTES</u></b> The minutes of the meeting held on Tuesday 1 June 2021 were approved as a correct record.
132.	<b><u>CHAIRMAN'S ANNOUNCEMENTS</u></b> <ul style="list-style-type: none"><li>i) Wiltshire Council will have an Extraordinary Cabinet meeting on 21 July regarding feedback from the Future Chippenham Consultation, part of the meeting will be confidential.</li><li>ii) Wiltshire Council Cabinet report from 29 June contained feedback from the Local Plan Review consultation, which was a success in terms of the high number of responses received. Wiltshire Council need to undertake</li></ul>

	<p>further evidence in several areas, but did not say how it would affect the overall timetable.</p>
133.	<p><b><u>WALPA UPDATE</u></b></p> <p>The Head of Planning had received an email from WALPA who are organising a meeting with the CPRE on 14 July at 7pm if any members want to attend.</p> <p>It was noted there is a new Wiltshire Council Cabinet Member for Development Management, Strategic Planning and Climate Change, Cllr Nick Botterill, and members from WALPA have already had a meeting with him. Cllr Botterill is also on the Chippenham Area Board.</p>
134.	<p><b><u>REVISIONS TO DRAFT PLAN</u></b></p> <p>AC confirmed the following main changes to the Plan include:</p> <ul style="list-style-type: none"> <li>• References to Town Council Ecological Emergency declaration</li> <li>• Minor modifications to Sustainability &amp; Climate Change Intro and Net Zero Carbon policy and supporting text</li> <li>• References to Building for Life added to Housing Design policy and supporting text</li> </ul> <p>SP joined the meeting</p> <ul style="list-style-type: none"> <li>• Relocation of Fig 8.2 - Constraints and Opportunities Map to Bath Rd Car Park/Bridge Centre Site Topic Paper</li> <li>• Photos and supporting text added to Provision and Enhancement of Cycle Paths</li> <li>• Photos added for Circular Economy and Net Zero Carbon policies</li> </ul> <p>AC asked whether E-Scooters should be referred to in the Plan as sustainable transport. Members discussed the rapidly changing rules regarding E-Scooters and NM suggested they could be included with reference to the Government website advice on this topic. DW noted they could be included where bus stops providing additional services had been referred to. Transport hubs could have parking for them too as places to leave E-Scooters can be difficult.</p> <p>NM questioned the tree planting guide and whether it was completely integrated with the Town Council's Tree Policy. AC noted it was written before the Council's Tree Policy and it is mainly about new tree planting, but the Town Council's Arboricultural Officer had reviewed it and agreed with it.</p> <p><b><u>Action</u> - AC to amend Draft Plan accordingly and bring back to the next NPSG meeting.</b></p>
135.	<p><b><u>OUTSTANDING ITEMS FOR NEIGHBOURHOOD PLAN DOCUMENTS</u></b></p> <p>The Head of Planning went through the outstanding items which need to be resolved in order to progress the Neighbourhood Plan documents, as set out in the Outstanding Items for Neighbourhood Plan Documents Report.</p> <p>JK updated that TC5 - Buildings of Local Merit descriptions are in progress and won't take long to complete using the Historic England template.</p>

	<p>AC updated on photos required, and requested any photos of bungalows, EV Charging Infrastructure, Frontage of Emery Gate to River and Business Incubator Units be sent to him, or if not AC will take photos.</p> <p>AP explained Plan monitoring and review process and all discussed the use and purpose of monitoring and the requirement for this. DM raised the importance of knowing whether policies are being taken regard of or not, and suggested as part of the process the group should define how the Neighbourhood Plan is going to be reviewed or monitored when the Plan is released. RG recognised the concern of time and effort required to review and queried selective monitoring, or a narrow range of topics which are important to monitor. NM asked AC to investigate what other Neighbourhood Plans do to review and monitor. AC and AP suggested that they did not consider a monitoring and review section of the Neighbourhood Plan was necessary at Regulation 14 stage. KPIs could be written and measured against by the Town Council. AC will see what Wiltshire Council say to Regulation 14 and investigate what other Neighbourhood Plans do. CC suggested that each Topic Group lead could come up with one KPI to tell if the plan is achieving its goals, and it was noted this could be part of the discussion when AC comes back to the SG with feedback from researching other neighbourhood plans.</p> <p>JK to start writing a paragraph(s) for the Design Guide - Existing Housing Design in Chippenham, and can draft it before the next meeting. JK updating photos in Conservation Area Character Appraisal and noted some can be completed at next meeting.</p> <p>AC showed examples of Character Area Maps but noted they were unable to meet with the Wiltshire Council Conservation Officer. The 2004 maps are out of date and there will be a cost to redrawing the mapping layers to show all of the previous information. However, AC and JK considered that simple character area boundaries, notable buildings, listed buildings etc. would be sufficient for the new maps. The maps should be consistent in terms of showing similar information and some text covers information such as viewpoints that might not need to be included again on the map. All discussed the maps, and agreed to the maps showing the boundary areas, listed buildings and anything else easy to plot.</p> <p><b><u>Actions:</u></b>  <b>AC to research monitoring and evidence carried out for other neighbourhood plans and report back at the next SG meeting.</b>  <b>AC to action creation of maps showing the boundary area, listed buildings and anything else easy to plot.</b>  <b>JK to continue work on listed building descriptions, Design Guide text and photos for Conservation Area Appraisal.</b></p>
136.	<p><b><u>REGULATION 14 PUBLIC QUESTIONNAIRE</u></b></p> <p>Members discussed the wording for the questions and text to be used as set out in the Regulation 14 Public Questionnaire Text &amp; Questions report. DM made the following suggestions, which were discussed by the group:</p> <ul style="list-style-type: none"> <li>• Overall tone of intro and sections is formal and not friendly, is that what the NPSG want? It will take some work to change this tone.</li> <li>• Q1 - was unclear on details being kept private, AC to change to a simpler 'yes/no' question about consent to be contacted re the Neighbourhood Plan.</li> </ul>

	<ul style="list-style-type: none"> <li>• Do we have to give contact details to Wiltshire Council? AP suggested not unless they are asked for.</li> <li>• Check all links are working before document is sent out.</li> <li>• Instead of using the word ‘parish’, use the word ‘Chippenham’ and ‘Landowner specifically in Chippenham’.</li> <li>• Add pages ‘in the Plan’ to make clear what is being referred to, AP suggested hyperlinks to the relevant point in the Plan.</li> <li>• Q9 - avoid using the same word twice or ensure clarity - could remove Green Belt Policy and replace with ‘has the same protection as Green Belt land’.</li> <li>• Q13 - does the person filling this out know what a green or blue infrastructure corridor is? AC will consider how to alter this technical term.</li> <li>• Q18 - improve wording ‘public realm’, ‘Look and feel’ or ‘public space’ could be used instead.</li> <li>• Q24 - ‘Quantum’ of charging points should change to ‘quantity’.</li> <li>• Q21 - design of shop fronts and advertisements ‘must’ vs ‘should’ was discussed, ‘should’ is more appropriate, and should match the policy.</li> </ul> <p><b>Action</b> - AC to bring back revised questionnaire to the next NPSG meeting addressing the above points.</p>
137.	<p><b><u>OUTSTANDING ITEMS FOR REGULATION 14 CONSULTATION</u></b></p> <p>Members discussed the outstanding items which need to be resolved in order to progress to Regulation 14 public consultation, as set out in the Outstanding Items for Regulation 14 Public Consultation Report. Poster/Flyer was noted as being completed.</p> <p>The Head of Communications and Customer Services updated on quotes received for the proposed public video for Regulation 14 consultation. It was noted that the range of quotes was from £3000 to £5,500 and there was an outstanding quote expected from a local group. The budget and scope of the video required was discussed, several shorter videos could be produced and a smaller budget of £2000 was preferable due to public perception and value for money but still covering all the topics. The purpose discussed was to show why the Neighbourhood Plan matters, raise interest so people want to contribute to the Regulation 14 consultation.</p> <p>Members agreed for AC and LN to contact companies with new brief, and budget of £2000. SG members to let AC and LN know if they are interested in appearing on camera. It was agreed that if the video can’t be done in the way the group want, a video would be preferable when referendum takes place.</p> <p><b>Action</b> - AC and LN to investigate what can be achieved with a budget of £2000. SG Members to send expressions of interest to AC and LN for taking part in the video.</p>
138.	<p><b><u>ITEMS FOR NEXT MEETING</u></b></p> <ul style="list-style-type: none"> <li>• Report back on Outstanding Items for Neighbourhood Plan documents</li> <li>• Report back on Outstanding Items for Reg. 14 Consultation</li> <li>• Report back on monitoring and evidence of other neighbourhood plans</li> <li>• Revised Regulation 14 questionnaire</li> </ul>

139.	<b><u>DATE/TIME OF NEXT MEETING</u></b> Next meeting will be on 3 August 2021, 6pm, Town Hall
	The meeting finished at 7.30pm