



Minutes of a meeting of the Neighbourhood Plan Steering Group held at the Town Hall, on Tuesday 03 August 2021 at 6pm

Steering Group Members Present:

Cllr Clare Cape (CC)	Ross Henning (RH)
Cllr Robert Giles (RG)	Jack Konynenburg (JK)
Cllr Nick Murry (NM - Chairman)	Fiona Williams (FW)
Cllr John Scragg	

Officers Present:

Andy Conroy, Head of Planning (AC)
Michael Weeks, Democratic and Civic Officer (MW)

140.	<u>APOLOGIES FOR ABSENCE</u> There were apologies for absence from Councillor Matthew Short, Councillor Mary Norton, Dunstan Westbury and David Mott.
141.	<u>DECLARATION OF INTEREST</u> No declarations of interest were raised by members.
142.	<u>MINUTES</u> The minutes of the meeting held on Tuesday 6 July 2021 were approved as a correct record.
143.	<u>CHAIRMANS ANNOUNCEMENTS</u> i) The Neighbourhood Plan area extension has been approved by Wiltshire Council ii) The Future Chippenham scheme (HIF Bid) has been amended by Wiltshire Council to include the southern road route only iii) The Forest Gate Solar Farm planning application consultation period has now closed, and is currently with Wiltshire Council for consideration
144.	<u>WALPA UPDATE</u> The Head of Planning updated members of the group regarding the recent meeting of WALPA held on the 14 July 2021 which CPRE attended. CPRE suggested that WALPA might want to become more of a formal organisation so that it holds more clout with Government. CPRE advised that due to a lack of Neighbourhood Plans in the north of the country there are a lack of national

	<p>statistics regarding the effectiveness of Neighbourhood Plans and so the Civil Service may not fully understand their benefits. The Head of Planning confirmed he would forward details of the next WALPA meeting to all members, and asked all members to confirm with him directly if they wished to attend.</p> <p>ACTION: AC to forward details of WALPA meeting to SG Members</p>
145.	<p><u>REVISIONS TO DRAFT PLAN</u></p> <p>AC advised the group that he had received from feedback from David Mott.</p> <ul style="list-style-type: none"> i) David Mott advised that there were too many priorities listed in table 9.1 and these would need to be reviewed. ii) NM confirmed that at the next Cycle Network Development Group meeting, the group would discuss and suggest investment priorities. RH asked if he could join the meeting. iii) AC had received some suggested amendments in regards to the reference to e-scooters in the Transport chapter introduction and had amended the Plan accordingly. <p>AC confirmed he had received and slightly amended the text from JK reference the existing housing design section in the Chippenham Design Guide.</p>
146.	<p><u>OUTSTANDING ITEMS FOR NEIGHBOURHOOD PLAN DOCUMENTS</u></p> <p>NM confirmed he had just sent AC the text required for Policy SCC3 and AC confirmed he would review.</p> <p>JK confirmed he was halfway through providing building descriptions for Policy TC5, and he should be able to forward to AC prior to the next meeting.</p> <p>RH will speak to his contact regarding a potential drone shot of the Bath Road Car Park/Bridge Centre site and confirm the potential costs involved.</p> <p>AC confirmed that he had received an objection from Historic England (HE) via Wiltshire Council regarding screening to establish whether a Strategic Environmental Assessment (SEA) was required. HE were concerned about the lack of evidence to support some of the detailed aspects of Policies TC1 and TC2. AC confirmed that HE/Wiltshire Council had not been sent Topic Papers which would have provided a greater level of evidence/justification, and that he was currently editing/adding to these Topic Papers before forwarding them on.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • JK to complete building descriptions for Policy TC5 • AC to work through outstanding items on list, including Topic Papers to overcome HE objection • RH to liaise with contact about cost of drone shot
147.	<p><u>NEIGHBOURHOOD PLAN MONITORING AND REVIEW</u></p>

	<p>AC presented his report and summarised that there was little in the way of consistency in other neighbourhood plans with regard to a monitoring and review section, but that the majority did have such a section, albeit no more than a page of A4. The Group considered that Corsham appeared to have the best review process in terms of establishment of a working group to monitor and report back to the Council post-adoption of the neighbourhood plan and that. A discussion and agreement would need to be ultimately made by Full Council on how the Chippenham Neighbourhood Plan should be monitored and reviewed. CC would like to see clear meaningful priorities on any monitoring process adopted by the Council.</p> <p>It was agreed that AC would re-visit this aspect post-Regulation 14 consultation and come up with some suitable wording in time for the Regulation 16 consultation.</p> <p>ACTION: AC to come up with suitable wording for SG agreement post-Regulation 14 consultation</p>
148.	<p><u>REGULATION 14 PUBLIC QUESTIONNAIRE (VERSION 2)</u></p> <p>AC confirmed that all changes to the questionnaire reflected comments made by group members at the previous meeting. It was agreed that the change in the GDPR statement was much more suitable.</p>
149.	<p><u>TALK CHIPPENHAM ARTICLE</u></p> <p>Group members agreed to the article as written, which will be released in the Autumn.</p>
150.	<p><u>OUTSTANDING ITEMS FOR REGULATION 14 CONSULTATION</u></p> <p>Members discussed the possibility of creating a video to promote the Regulation 14 consultation.</p> <p>AC advised that the video itself should be left until the plan is at referendum stage, but the group agreed that to have a ‘trailer’ type video of no more than 59 seconds to advertise the Regulation 14 consultation. The video would be recorded by an outside professional organisation.</p> <p>NM asked AC to explore with Lynsey Nichols (LN) the possibilities of creating a ‘trailer’ type video and costs for discussion at the next meeting.</p> <p>ACTION: AC and LN to report back to next SG Meeting on ‘trailer’ video and costs</p>
151.	<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 • Consultation on relevant potential capital expenditure items to inform a refreshed 5 year medium term financial plan for the Town Council
152.	<p><u>DATE/TIME OF NEXT MEETING</u></p>

	Next meeting will be on 7 September 2021, 6pm, remote meeting.
	The meeting finished at 6.55pm