



Minutes of a meeting of the Neighbourhood Plan Steering Group held virtually on Zoom on Tuesday 07 December 2021 at 6pm

Steering Group Members Present:

Cllr Robert Giles (RG)  
Cllr Nick Murry (Chair)  
Cllr Matthew Short (MS)  
John Scragg (JS) (Vice Chair)

Ross Henning (RH)  
Jack Konynenburg (JK)  
David Mott (DM)  
Steve Perry (SP)  
Dunstan Westbury (DW)  
Fiona Williams (FW)

Officers Present:

Andy Conroy, Head of Planning (AC)  
Heather Rae, Head of Democratic Services (HR)

187.	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>There were apologies for absence from Councillor Clare Cape.</p>
188.	<p><b><u>DECLARATION OF INTEREST</u></b></p> <p>No declarations of interest were raised by members.</p>
189.	<p><b><u>MINUTES</u></b></p> <p>The minutes of the meeting held on Tuesday 02 November 2021 were approved as a correct record.</p>
190.	<p><b><u>CHAIR'S ANNOUCEMENTS</u></b></p> <p>NM highlighted the recent Future Chippenham Workshops run by Wiltshire Council that had taken place, these would be discussed under a separate agenda item.</p> <p>NM attended a Westminster Forum planning conference last week, where discussion centred round proposed planning reforms. Key messages were that: zoning proposals were not popular, the standard method for housing algorithm will be reviewed, neighbourhood planning will be retained, extra capacity in LPA departments would create improvements, there were calls for a stronger duty relating to the environment, local plans and neighbourhood plans need to be clearer in what they want to achieve upfront, and there was more emphasis on delivering the right types of houses in the right places, such as social housing and renting.</p> <p>NM noted there would be updates regarding the Chippenham Station Hub project which would be communicated to the Neighbourhood Plan Steering Group in due course.</p>

191.	<p><b><u>FEEDBACK TO CPRE WEBINAR</u></b></p> <p>No members attended the webinar, AC circulated the briefing note from the webinar.</p>
192.	<p><b><u>FUTURE CHIPPENHAM WORKSHOPS</u></b></p> <p>a) NM provided feedback that most tables at the workshop he attended followed the intention of the session. Attendees raised issues of sustainable development, net zero, and consideration of the Neighbourhood Plan vision/objectives and Design Guide in masterplanning work. RH noted the other workshops were similar but were poorly attended and questioned whether there would be any feedback written up from the sessions. Such feedback might also present opportunities that the Neighbourhood Plan has not considered. NM referred to the recent letter written by the Chief Executive following a Councillor motion to Wiltshire Council regarding a workshop for the Local Plan.</p> <p>b) NPSG members agreed that the draft Neighbourhood Plan Design Guide can be shared with Future Chippenham.</p> <p>c) NPSG members agreed to send a letter from the Steering Group requesting future involvement in master planning work.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• <b>AC to draft letter to be sent electronically to Future Chippenham and circulated to NPSG members.</b></li> </ul>
193.	<p><b><u>REVISIONS TO DRAFT PLAN</u></b></p> <p>Members agreed to the revisions of the Draft Chippenham Design Guide (Version 7) made by the Head of Planning. Main changes to the Guide include:</p> <ul style="list-style-type: none"> <li>• Addition of references to, and explanation of, 15 Minute Neighbourhood (para. 13 and boxed text)</li> <li>• Addition of photos throughout</li> <li>• Restructuring of paragraphs to differentiate between those paragraphs providing information/statement and those instructing (i.e. numbered design principles)</li> <li>• Division of document into three sections</li> <li>• Addition of reference to materials supply hierarchy (para. 77)</li> <li>• Information on development categories (major/minor etc.) incorporated into a table for improved legibility</li> </ul> <p>MS referred to page 69 and the wording '<i>wherever possible</i>' and questioned whether this phrase should be removed. SP highlighted the Neighbourhood Planning Consultant had previously advised that demands cannot be made on developers where it makes a scheme unviable. NPSG members discussed being clear about what is required and checking with the Consultant whether this could be removed.</p> <p>The NPSG discussed any additional photos that may be good to include in the Guide. AC confirmed he would contact NW Swifts for photos of swift bricks, and take some photos of integrated wheelie bin storage and communal cycle storage.</p>

	<p>Members could send AC photos of ‘rat run’ routes in Chippenham and residential off-street parking such as garage ports at the back of properties in new developments.</p> <p>NPSG members provided positive feedback on, and agreed, the 18 simplified Character Area maps contained within the Conservation Area Character Appraisal based on what was shown on Character Area 1 Marshfield Road map. JK highlighted that text within the Appraisal needs to be consistent with the corresponding map and refreshed so as to remove negative bias about any buildings post 1900s.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• AC to check with the Neighbourhood Planning Consultant whether the wording ‘wherever possible’ must be included or could be removed.</li> <li>• AC/NPSG to take any final photos for the Design Guide</li> </ul>
194.	<p><b><u>OUTSTANDING ITEMS FOR NEIGHBOURHOOD PLAN DOCUMENTS</u></b></p> <p>AC updated that Ice House Design are working on the design and formatting of the Neighbourhood Plan. The first draft of character area maps have been returned from Pear Mapping requiring review, and work will continue on this after the Christmas break. AC is producing a non-technical summary which might be ready for the next meeting.</p>
195.	<p><b><u>PRE-REG. 14 LIAISON WITH STAKEHOLDERS</u></b></p> <p>AC and NM updated on a meeting with the managing agent, acting on behalf of the owners of Nos. 13-19 The Bridge, who would be minded to support Neighbourhood Plan Policy TC1.</p> <p>NPSG members discussed whether to proceed in putting forward LGS U - Allington Way for Local Green Space designation further to the letter received from Greensquare Accord dated 3 November 2021. NM questioned whether they needed all of the land for parking/EV charging or just some of it, as it is a large piece of land so perhaps there is a compromise to be had. AC could send a letter to clarify and for some further information.</p> <p><b>(RH left the meeting)</b></p> <p>AC reported on liaison with Chippenham Borough Lands Charity (CBLC) on the proposed Baydons Meadow Local Green Space that CBLC would be writing to request that a small area of the green space is not designated as such, and to find out what use CBLC might be intending for this area. No letter has been received to date so AC to send chase email.</p> <p>AC updated that Wiltshire Council were due to respond in mid-December on proposed LGS under their ownership. AC will chase if no response by mid-December.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• AC to send letter to Greensquare Accord to clarify whether they would be willing to compromise on designation of a smaller LGS U.</li> <li>• AC to send follow up email to CBLC to obtain their formal response on Baydons Meadow LGS.</li> </ul>

	<ul style="list-style-type: none"> <li>• AC to contact Wiltshire Council mid-December regarding a response on LGS.</li> </ul>
196.	<p><b><u>OUTSTANDING ITEMS FOR REGULATION 14 CONSULATION</u></b></p> <p>AC updated that most outstanding items need to be completed closer to the time of Regulation 14 consultation.</p> <p>The YouTube video is complete and there was positive feedback on it. JK noted that the cartoons within the videos were not effective and had a comedic tone. RG highlighted that the transitions used in the video could have been better if faded rather than sudden changes of scenes and images. AC updated that the Chief Executive had fed back that it would be good to include the Mayor and Chief Executive in future videos to emphasise that this is a Town Council project. AC advised it would be hard to justify spending more time/budget changing the existing video, but that the points raised above were noted for future videos.</p>
197.	<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 and agree consultation dates</li> <li>• Agree Non-Technical Summary (required before consultation)</li> <li>• Agree front covers for documents</li> <li>• Possible draft Plan back from Ice House Design for design/format review</li> </ul>
198.	<p><b><u>DATE/TIME OF NEXT MEETING</u></b></p> <p>04 January 2022, 6pm, virtual meeting</p>
	<p>The meeting finished at 6.52pm</p>