



Oct 2022 - Cabinet and Council will receive draft Plan and comment  
Dec 2022 - Publication and consultation on draft Plan  
June 2023 - Submission for Examination  
End 2023 - Adoption

The Chair suggested writing a letter to the relevant contact(s) at Wiltshire Council Spatial Planning Team explaining that the SG would welcome some early engagement prior to the draft Plan going to Cabinet and Council given it will include land that sits within the NP boundary.

- The Cabinet at Wiltshire Council have now approved the Climate Strategy and the Green and Blue Infrastructure (GBI) Strategy. These strategies will be going to Wiltshire Full Council on 15 February for approval.
- A Chippenham Town Centre Partnership Board has been created by Wiltshire Council to oversee and coordinate the regeneration of Chippenham Town Centre comprising key stakeholders within the town. They have not yet directly approached the SG for their input. The Chair put forward a proposal that a letter be sent to the Town Board which asks that the SG have a representative on the Board, given the overlap between the Board and the SG's interests in town centre policies, seconded by MS. AC explained that the Chief Executive and Leader of CTC are on the Board and that the Chief Executive is aware of the policies set out in the NP and is able to feed back to the Board. AC noted that any decision the SG make regarding representation at the Town Board would need to be discussed with the Chief Executive. A vote was taken, and with the majority in favour, the proposal to send a letter to the Town Board was passed.

**ACTIONS:**

- **AC to investigate the possibility of liaising with WC Highways and Chippenham Without regarding the realisation of the 'countryside connection points' across the A350**
- **AC to write a letter to the Spatial Planning Team regarding early engagement prior to the draft Plan going to Cabinet and Council**
- **AC to write a letter to the Chippenham Town Centre Partnership Board asking that a representative of the SG join the Board**

215. **WALPA UPDATE**

The Chair updated Members on the recent meeting with WC regarding neighbourhood planning. WALPA had presented sites within Wiltshire which had been allowed at appeal because WC had not had a robust Five Year Housing Land Supply, despite being contrary to neighbourhood plan policies.

AC noted the Five-Year Housing Land Supply figure currently being used is 4.41 years as a result of the recent appeal hearing for Malmesbury in January. Any subsequent appeal is likely to produce a different figure and it will remain that way until the Council resolves its Five Year Housing Land Supply figure. AC noted the updated April 2021 figure is expected imminently.

216. **NON-TECHNICAL SUMMARY**

AC outlined the Non-Technical Summary he had produced for the Draft NP and noted Ice House Design will complete the design and formatting after Members are happy with its content.

The Chair noted the Non-Technical Summary ends abruptly and recommended adding a short paragraph at the end to conclude. AC confirmed he would add this.

DW noted grouping the policy descriptions together might be insufficient and suggested adding specific descriptions of each policy so that readers can easily identify what each policy is about. AC confirmed he would amend in line with DW's comments. DW also mentioned that where there is a location-based policy i.e. town centre, it could be beneficial to have a plan with the relevant locations shown. AC explained that the document needed to be short and that adding maps may not be appropriate.

RG noted the blunt character of the sentence on Page 3 which refers to the NP being unable to "promote less development than set out in the strategic policies of the Wiltshire adopted planning policies" and asked whether it could be tempered. AP highlighted this is the same wording contained within the NPPF, these are the limitations placed on the NP and echoed AC's concerns about raising the public's expectations. The Chair noted the potential problem with stating that "The Plan has to be in conformity with the existing and emerging strategic policies contained in the Development Plan for Chippenham" given the Group does not yet know what these emerging policies are and that the Plan is seeking to influence strategic policies. AP suggested amending the current wording to "The Plan seeks to address the existing and emerging strategic policies..." AC confirmed he would look at amending this paragraph.

In terms of the triangle which depicts the three-tier structure the NP works within, DW noted the choice of graphic was inappropriate as it might convey the NP provides the groundwork for regional and national policies and suggested using an alternative means to present the information such as a flowchart. AC noted the use of triangle was designed to demonstrate the hierarchy of the different elements. Members' views were mixed.

**ACTIONS:**

- AC to add final paragraph to conclude the Non-Technical Summary
- AC to add specific text descriptions for each policy
- AC to review appropriateness of triangle diagram and possibility of including maps
- AC to consider re-wording of paragraph regarding the NP's conformity with existing and emerging strategic policies
- AC to liaise with Ice House Design on the design/formatting of the Non-Technical Summary and circulate copy to SG members

217.	<p><b><u>MONITORING &amp; REVIEW SECTION OF DRAFT PLAN</u></b></p> <p>AC presented a form of wording to be incorporated within a Monitoring and Review section of the draft Plan. He highlighted that any mechanism designed to monitor and review the NP will require Full Council’s approval. As it stands, Full Council has only agreed for the NPSG to remain in place until the Plan is adopted. AC highlighted his intention to refine wording to this section after Regulation 14 Consultation and Full Council agreement.</p> <p>Members discussed the form by which the monitoring and review of the draft Plan could take. The Chair suggested amending the wording of 13.2 so as to not omit the possibility of the NPSG undertaking this role. CC suggested amending it to state “The Town Council will investigate an appropriate governance process for monitoring and reviewing”. AC welcomed this suggestion.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• AC to amend wording of Section 13.2</li> </ul>
218.	<p><b><u>DESIGN &amp; FORMAT OF CHIPPENHAM DESIGN GUIDE</u></b></p> <p>AC presented the Chippenham Design Guide and Members gave positive feedback on the Guide.</p> <p>RG noted that where there is text on photographs, it may look too large relative to the picture and Members echoed this concern. CC noted that standardisation of photo caption text throughout the document may work better. AC confirmed he would query these points with Ice House Design and seek their advice.</p> <p>CC suggested amending the term ‘local’ within the caption for the map on Page 41, given this map depicts trip patterns in the north-west of England. AC confirmed he would amend this text.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• AC to seek advice from Ice House Design regarding photo caption text, and amend the caption on Page 41</li> </ul>
219.	<p><b><u>FRONT COVER DESIGN</u></b></p> <p>a) AC presented the Front Cover Design Options and relayed Ice House Design’s preference for Cover Options 6 or 7. Members agreed to use Cover Style Option 6 for all documents except the draft Plan, and to use Cover Option 7 for this document.</p> <p>CC advised asking Ice House Design to consider using the ‘golden ratio’, which would give the Front Cover Design a more pleasing layout in terms of text/dividing line positioning.</p> <p>DM raised concerns about the dates on the front covers of the documents and asked whether ‘2016’ is required to be included. Members discussed the possibility of using the date from when the Plan is adopted and the end date of the emerging Local Plan. CC also noted the “Pre-Submission Draft” date should be amended from January to February 2022. AC confirmed he would make amendments and seek advice from Ice House Design on possible layout changes.</p>

	<p>b) AC presented the front cover photographs for the Tree Planting Guide, Chippenham Design Guide and Shopfronts Design Guide. Members agreed to use Cover Option 5 for the Chippenham Design Guide, Cover Option 3 for the Shop Fronts Design Guide and Cover Option 4 for the Tree Planting Guide.</p> <p>CC suggested adding the relevant Facebook and Twitter handles to the social media icons on the back covers.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• AC/LN to liaise with Ice House Design on the Front Cover Designs, amend dates and incorporate social media handles</li> </ul>
220.	<p><b><u>OUTSTANDING ITEMS FOR NEIGHBOURHOOD PLAN DOCUMENTS</u></b></p> <p>AC updated Members that there were three remaining items on this list: to liaise with Ice House Design, revise three remaining Topic Papers, and make revisions to the Non-Technical Summary identified at this meeting.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• AC to work through the remaining outstanding items for NP documents</li> </ul>
221.	<p><b><u>LOCAL GREEN SPACES (LGS) UPDATES</u></b></p> <p>a) Wiltshire Council Estates meeting - The Chair updated members on the recent discussions with Wiltshire Council Estates regarding LGS. AP summarised WC Estates objections to certain sites: sites which do not meet the tests of not being an extensive tract of land, sites which are left-over housing transfer land and constitute an opportunity to explore affordable housing endeavours, and sites which were only part owned by WC and/or were adopted highways. AP outlined the current inability of WC to be able to make a decision on some sites, but that it was their intention to reach an agreement with the community in Chippenham about how each of these sites could be designed to maximise both green space opportunity and affordable housing. Unfortunately, this agreement cannot be reached in time for the Reg. 14 Consultation.</p> <p>In terms of the smaller sites, AP advised that for the Reg. 14 consultation the SG progress with these sites and see what public responses come back which could be used as evidence for the value of an LGS. In the meantime, AP recommended putting a process in place to start discussions with WC Estates so that by September, when all the Reg. 14 responses are being discussed, the SG has an appreciation for how WC Estates intends to treat the sites. AP highlighted the importance of maintaining a dialogue to prevent WC from objecting to all sites.</p> <p>In terms of LGS B and WW, AP outlined WC Estate’s view that those sites together may constitute an extensive tract of land and goes against what is permissible for LGS. AP outlined her view that this may be more appropriate as a green strategic policy and advised WC that this policy should be placed within their Local Plan allocation. In saying this, AP advised retaining these sites for Reg. 14 consultation to demonstrate the SG’s commitment to preserving green spaces. Members agreed to retain the designated LGS as they are for Reg. 14 stage and try to challenge any subsequent objections.</p>

	<p>AC updated Members that following feedback from WC Estates, the owner of LGS G is actually Green Square Accord. Despite being aware of this at a late stage in the process, AP advised still notifying the landowner that the SG intends to designate the site as a LGS.</p> <p>b) In terms of LGS U, AC updated SG Members that Green Square Accord were willing to designate a third of the space as a LGS but could be definitive on boundaries. Given LGS must be geographically defined, AC asked Members whether it was worth pursuing this site if the space, after reducing its size to take account of the approved parking areas, would not meet the threshold of 1 hectare agreed by the Green Infrastructure Topic Group. SG Members agreed they should continue to pursue this LGS despite its potential small size and irregular boundary. AC confirmed he would contact Green Square Accord and convey the Group's position after amending the boundary to take out the approved car parking areas.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• AC to organise meetings with WC Estates regarding the LGS they have objected to</li> <li>• AC to notify Green Square Accord of the intention to designate LGS G</li> <li>• AC to contact Green Square Accord regarding the Group's intention to pursue LGS U with an amended boundary</li> </ul>
222.	<p><b><u>OUTSTANDING ITEMS FOR REGULATION 14 CONSULTATION</u></b></p> <p>AC noted there were no updates to this list but that AC/LN will add detail and timing to items on this list.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• AC/LN to work through outstanding items for Reg. 14 Consultation</li> </ul>
223.	<p><b><u>REGULATION 14 CONSULTATION DATES</u></b></p> <p>AC confirmed that Reg. 14 dates were dependent to some extent on Ice House Design and Community First. SG Members agreed to these dates and AC confirmed he would keep SG Members informed about any decisions on dates.</p>
224.	<p><b><u>DRAFT CHIPPENHAM WITHOUT NEIGHBOURHOOD PLAN, REGULATION 14 CONSULTATION</u></b></p> <p>AC presented the proposed comments that he will be making as part of the Town Council's response to the Reg. 14 Consultation on the draft Chippenham Without Neighbourhood Plan. Comments were made on the draft Plan's Vision, Historic Environment, Natural Environment, Built Environment and Activities and Projects.</p> <p>CC suggested amending a comment regarding the Plan's Vision to state "We concur that housing development in the Parish up to 2036 will meet the needs of the current population to be sustainable" and noted a typo on the comments made on the Natural Environment section. The Chair suggested adding a line within the Activities and Projects section which advocates working together with Chippenham Without and other parish Councils when reviewing our/their Plans.</p>

	<p>AC confirmed the Draft Chippenham Without Neighbourhood Plan Reg. 14 Consultation concludes on 28 February and asked SG Members to send any additional comments directly to him before 22 February.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• AC to incorporate suggestions made by SG Members within response to Draft Chippenham Without NP Reg. 14 Consultation</li> <li>• SG Members to send any additional comments they wish to make to AC directly before 22 February</li> </ul>
225.	<p><b><u>ITEMS FOR NEXT MEETING</u></b></p> <ul style="list-style-type: none"> <li>• Feedback on Regulation 14 Consultation</li> <li>• Additional engagement that may need to be carried out for the Reg. 14 Consultation</li> <li>• Sharing of public consultation responses received from Reg. 14 Consultation between Steering Group Members</li> <li>• Update on LGS Designations after meetings with Green Square Accord and WC Estates</li> </ul>
226.	<p><b><u>DATE/TIME OF NEXT MEETING</u></b></p> <p>01 March 2022, 6pm, virtual meeting</p>
	<p>The meeting finished at 8:12pm</p>