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**CHIPPENHAM
TOWN COUNCIL**

Improving the quality of town life

Minutes of a meeting of the Neighbourhood Plan Steering Group held virtually using the Zoom platform on Tuesday 5 April 2022 at 6.00 pm.

Steering Group Members Present:

Clare Cape (CC)	Nick Murry (NM) (Chair)
Matthew Short (MS)	Ross Henning (RH)
Jack Konynenburg (JK)	Steve Perry (SP)
Dunstan Westbury (DW)	Fiona Williams (FW)
Declan Baseley (DB)	Robert Giles (RG)

Officers Present:

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

30.	<u>APOLOGIES</u> There were no apologies for absence received.
31.	<u>DECLARATION OF INTEREST</u> No declarations of interest were raised by Members.
32.	<u>MINUTES</u> The minutes of the meeting held on Tuesday 01 February were approved as a correct record.
33.	<u>CHAIR'S ANNOUNCEMENTS</u> NM welcomed ACp and DB to the Group. NM announced a Wiltshire Council run neighbourhood plan design workshop would be taking place in April, at which AC will represent the Steering Group and report back on at the next Group meeting. AC added that the function of this workshop was to provide information about how to produce a design guide for a neighbourhood plan. Providers of this workshop will hear from attendees about what has worked/ what hasn't worked in production of their own design guides. At NM's request, AC informed the Group about a Wiltshire Council briefing note on the 5 year housing land supply figure, which had been released that day. A housing land supply figure of 4.72 years had been reached, an improvement on the previous 4.56 years figure. The briefing note also

	<p>mention the housing delivery test, which was at 141%. There was no indication of when the 5 year figure might be reached again but Wiltshire Council will update figures with a base date of 1st April this year, and expect to produce a figure faster than they have done previously.</p>
34.	<p><u>WALPA UPDATE</u></p> <p>AC attended last WALPA meeting on 22 February. This was largely a debriefing from the previous meeting which had involved Wiltshire Council Strategic Planning.</p> <p>WALPA are setting up a brainstorming session with the Wiltshire Council Cabinet Member responsible for planning, 4-6 WALPA reps will be present. NM asked that any update on this meeting be made available for steering group members when possible.</p>
35.	<p><u>FEEDBACK ON REGULATION 14 CONSULTATION</u></p> <p>AC explained that he been receiving weekly figures of consultation feedback from Community First Wiltshire. For week 5 of the Consultations there had been 494 visits to survey, 322 responses (80 of which were complete and 242 partially so). The overall response rate was 65%. Previous week's figures show 90-95% of respondents broadly in agreement with the policies in the Plan. Items with more disagreement, proportionally, were the housing mix policy, cycle paths policy and the community infrastructure policy. 83% of respondents agree with the vision of the Neighbourhood Plan.</p> <p>Members asked for a benchmark of what to expect in terms of response rates. AC explained that the variety of ways in which a Neighbourhood Plan consultation is conducted means that this is hard to benchmark. NM made the point that responses were not a 'numbers game' but rather a case of getting useful feedback on policies, but also highlighted theoretical concerns about the implications of low levels of feedback. RH cited the Melksham Neighbourhood Plan in which there were 95 respondents and added that this was likely to also be an online consultation.</p> <p>NM asked for feedback on presentations. AC reported that he had presented to the Youth Council and that they would be responding to the consultation. NM had presented to Area Board and recalled positive comments from members.</p> <p>NM asked AC/ the Steering Group if any issues had arisen from the consultation to date. No issues were reported. MS highlighted a comment on social media in which someone claimed a 'local area' had been missed off of the Neighborhood Plan and he noted his advice that this individual make that comment formally through the consultation. CC noted that not all comments on social media can be acted on. She suggested that the public be urged to respond via the correct channel.</p>

	<p>RG asked if there was feedback from the reception at the Town Hall and whether people were going to read the physical copies of the plan. AC reported that people had viewed the Plan documents at the Town Hall and there was at least one hard copy of the questionnaire filled in at the venue.</p>
36.	<p><u>NEIGHBOURHOOD PLAN TIMELINE</u></p> <p>AC outlined Neighbourhood Plan Project Timeline and highlighted current progress of the Plan. Next stage is to revise the Plan, this may last 4 months, with best case scenario of a made Plan in April 2023. There is the possibility for delay if an SEA screening was needed.</p> <p>NM noted that the Neighbourhood Plan will go to Reg. 16 screening just before the Wiltshire Local Plan goes to Cabinet and Council in October. NM asked if there would there be an advantage in progressing the Plan faster. AC noted no correspondence from Wiltshire Council yet as to what they would say about the Neighbourhood Plan. There are several areas they may want to discuss and this could slow down the process. AC did not envision his being able to speed up the timeline or being able to truncate certain stages to free up time.</p> <p>CC suggested scheduling a workshop for the Steering Group in June for the Steering Group to run through consultation comments/ responses.</p>
37.	<p><u>PROTOCOL FOR SHARING, PROCESSING AND RESPONDING TO REGULATION 14 CONSULTATION COMMENTS</u></p> <p>AC highlighted main points from protocol.</p> <p>AC will reorganise Reg. 14 comments into a table. CC raised possibility that a spreadsheet would be more use friendly. RG and CC asked for an extra column which could be used to distinguish the page, policy and paragraph no. AC confirmed that a spreadsheet of this nature would be used for presenting the information. NM raised the ability to find certain comments as they pertain to relevant Councilor topic groups.</p> <p>AC acknowledged that responding to the comments would not be achievable in one meeting but would instead be broken down into smaller ‘chunks’.</p> <p>AC highlighted paragraph 15 of the protocols which recommended that the Steering Group delegate authority to him to analyse and suggest changes to the Plan. This would entail the more significant and challenging responses being discussed by the Steering Group rather than minor changes, as CC suggested, responses where the grammar or similar was wrong</p> <p>AC highlighted paragraph 22 which recommends that the Group agree and adhere to the protocol. Members agreed to do so.</p>

38.	<p><u>ITEMS FOR THE NEXT MEETING</u></p> <ul style="list-style-type: none"> • To review the summary report by Community First Wilshire on the consultation comments and to review and agree a response to the first 'batch' of comments that come through. • As per contributions from CC, RH and NM, members may wish to revisit the idea of meetings off of Zoom or a workshop as more responses to the consultation are received and as levels of COVID permit.
39.	<p><u>DATE/TIME OF NEXT MEETING</u></p> <p>Tuesday 03 May 2022, 6pm, virtual meeting via Zoom.</p>
	<p>The meeting finished at 6.42 pm</p>