



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 24 May 2022 at 6.00 pm.

Steering Group Members Present:

Nick Murry (NM) (Chair)	John Scragg (JS) (Vice-Chair)
Matthew Short (MS)	Ross Henning (RH)
David Mott (DM)	Jack Konynenburg (JK)
Dunstan Westbury (DW)	Declan Baseley (DB)
Robert Giles (RG)	

Officers Present:

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

Also Present: Andrea Pellegram (AP)

Apologies for Absence:

Clare Cape (CC)
Steve Perry (SP)
Fiona Williams (FW)

1.	<u>DECLARATION OF INTEREST</u> There were no declarations of interest.
2.	<u>MINUTES</u> The minutes of the meeting held on 05 April 2022 were approved as a correct record, subject to an amendment to note the attendance of RG.
3.	<u>CHAIR'S ANNOUNCEMENTS</u> i) The Chair raised the matter of the Government's Levelling Up and Regeneration Bill. AC provided members with a summary of the Bill. ii) AC provided feedback on the Wiltshire Council neighbourhood plan design guide workshop that he had attended, including providing information to the workshop on the process that the Neighbourhood Plan Housing Topic Group had gone through to create the Chippenham Design Guide. Wiltshire Council will be

	<p>producing two documents: a Wiltshire Design Guide, which will be a supplementary planning document, and design guidance for neighbourhood planning groups.</p>
4.	<p><u>WALPA UPDATE</u></p> <p>AC provided updates from the latest WALPA meeting on 17 May 2022. AC to produce a short summary as per request from WALPA to provide a status update on neighbourhood plans of its members.</p>
5.	<p><u>STRATEGIC ENVIRONMENTAL ASSESSMENT (SEA) UPDATE</u></p> <p>NM noted that he and AC had met with a representative of AECOM, who would be undertaking the Plan's SEA. The SEA was triggered by Historic England's screening opinion around the potential impact of the Neighbourhood Plan's town centre policies on the historical town centre.</p> <p>AP informed members about the purpose of an SEA. AP strongly advised that Steering Group members repeat a 6 week 'light touch' Regulation 14 consultation, contrary to the advice given by WC Link Officers that this was not required.</p>
6.	<p><u>REGULATION 14 CONSULTATION SURVEY RESULTS REPORT</u></p> <p>AC shared the headline figures from the Regulation 14 consultation report.</p> <p>AC suggested, in consultation with the Head of Communications & Customer Services, that he write a news article pertaining to the results from the report and that this could be posted on the Plan website, supported by Neighbourhood Plan/Town Council social media platforms. Members agreed to this approach.</p> <p>Members discussed the process of anonymising respondent's names in the Regulation 14 responses spreadsheets and it was generally considered preferable to do so.</p> <p>ACTION: AC to post news article on Regulation 14 Survey Results, supported by social media.</p>
7.	<p><u>STAKEHOLDER FEEDBACK ON REGULATION 14 CONSULTATION SURVEY PROCESS</u></p> <p>NM noted that he had received a letter from the Chair of Friends of Monkton Park regarding the Regulation 14 online survey procedure/platform and had responded in writing on behalf of the Steering Group. Members noted that there were constructive comments raised in this letter and that future</p>

	surveys should reflect these comments where it was possible to do so.
8.	<p><u>RESPONSES TO REGULATION 14 COMMENTS & MODIFICATIONS TO NEIGHBOURHOOD PLAN</u></p> <p>Members discussed the highlighted ('major') comments and draft responses contained in the three spreadsheets, and related changes proposed to the Neighbourhood Plan text. Members discussed and/or made amendments to the following draft responses (ref. no. given below) and associated related changes to Neighbourhood Plan text:</p> <p>i) P/V/18</p> <p>JK suggested adding the word 'varied' to the Town Centre Vision in order to highlight that the identity of the town centre had been shaped by both its historical and its varied character</p> <p>ii) P/V/22</p> <p>Members agreed to emphasise the importance of the rural economy, as well as farming, in the newly added Objective 5 of the Chippenham Identity Vision and to amend the Green Infrastructure and Economy Visions accordingly.</p> <p>iii) P/V/42</p> <p>DM raised the issue of maintaining a consistent approach in all Neighbourhood Plan policies with regards to cars, noting that a vocal element of the local population remain keen on using cars. AP and NM agreed must be careful not to alienate public on car travel. Members agreed the suggested text changes in that it promoted cycling and walking as 'alternatives' to driving, rather than as a replacement for car travel.</p> <p>iv) P/V/48, P/V/50</p> <p>Members resolved to forgo a total scaling back of the technical language used in the Neighbourhood Plan given it is a technical, planning document and the language used needed to reflect this. The Steering Group noted the existence and purpose of the Non-Technical Summary.</p> <p>v) P/V/5</p> <p>RG requested that the response refers to the fact that the Shopfronts Design Guide would have a positive effect upon shop fronts in due course as ownership of the properties changed and planning applications were submitted.</p>

	<p>vi) S/V/14</p> <p>NM suggested the text refer to the Plan’s support for businesses ‘within and around the town’, rather than ‘at the town’.</p> <p>vii) S/V/13</p> <p>AP suggested that the term ‘green buffer’ be consistent with whatever term Langley Burrell have used in their neighbourhood plan. She commented that the term was used in relation to the Vision rather than a policy, so fine to use.</p> <p>viii) NP/V/3</p> <p>Members requested that AC write some additional objectives for the Economy Vision relating to Circular Economy and Business Incubator Unit policies.</p> <p>Members agreed to the above changes being made to the draft responses and associated changes to Neighbourhood Plan text, and to all other ‘minor’ draft responses and associated changes to Neighbourhood Plan text included in the three spreadsheets.</p> <p>ACTION: AC to amend draft responses and associated Neighbourhood Plan text in line with agreed position set out above.</p>
9.	<p><u>ITEMS FOR THE NEXT MEETING</u></p> <p>NM informed members that they would continue to review Regulation 14 comments at the next meeting. They would look specifically at Sustainability and Climate Change comments. Potential to review more comments if time permits.</p>
10.	<p><u>DATE/TIME OF NEXT MEETING</u></p> <p>The next meeting will take place virtually on 05 July 2022 at 6pm.</p>
	<p>The meeting finished at 7.45 pm</p>