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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 19 September 2023 at 6.00 pm.

Steering Group Members Present:

Clare Cape (CC)	Nick Murry (NM) (Chair)
Matthew Short (MS)	Ross Henning (RH)
David Mott (DM)	Jack Konynenburg (JK)
Steve Perry (SP)	Robert Giles (RG)
Dunstan Westbury (DW)	

Officers Present:

Andy Conroy (AC), Head of Planning

Also Present: Andrea Pellegram (AP)

101.	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Councillor John Scragg and Councillor Declan Baseley.
102.	<u>DECLARATION OF INTEREST</u> AP declared two non-pecuniary interests as a councillor on Cirencester Town Council and due to knowing personally the owners of Peckingell Farm.
103.	<u>MINUTES</u> The minutes of the meeting held on Tuesday 09 May 2023 were approved as a correct record.
104.	<u>CHAIR'S ANNOUNCEMENTS</u> <ul style="list-style-type: none">• Wiltshire Local Plan Review Reg 19 Consultation begins 27 Sep. Consultation drop in event in Chippenham on 3 Oct at the Olympiad. Online event 10 Oct (requires registration).• WALPA meeting 31st Aug - Wiltshire Local Plan Review Consultation concerns. Further meeting today to agree actions.
105.	<u>UPDATE ON EXAMINATION</u> The Regulation 16 consultation ended on 05 September. Wiltshire Council provided a shortlist of four examiners on 16 August. Wiltshire Council advised the appointment of Andrew Mattheson as examiner.

	<p>The examination will begin on 29 September. Responses to Regulation 16 comments received must be sent to Wiltshire Council by 28 September.</p>
106.	<p><u>REVIEW OF REGULATION 16 COMMENTS</u></p> <p>Steering group members reviewed the Regulation 16 comments received. There were no queries.</p>
107.	<p><u>RESPONSES TO REGULATION 16 COMMENTS</u></p> <p>Steering Group members agreed the draft responses from AC to the comments made as part of the Regulation 16 consultation.</p> <p>Steering Group members agreed to amend responses to refer to the “Green Buffer Policy”, rather than the “Green Buffers Policy”.</p> <p>Steering Group members agreed that AC should contact Wiltshire Council in relation to Comment 17 and determine whether it should be redacted in line with all other comments.</p> <p>Steering Group members agreed to amend a typo in the response to Comment 13 - “designated” to “designate”.</p> <p>JK requested support be added for Comment 51 regarding phasing of the Bath Road Car Park/Bridge Centre Site. NM and DW requested reference also be made to the availability of town centre car parking in Sadlers Mead multi-storey car park.</p> <p>Steering Group members agreed that all remaining responses to Regulation 16 comments be circulated to them by AC via email and for agreement via email.</p>
108.	<p><u>ITEMS FOR THE NEXT MEETING</u></p> <p>The items to be considered at the next meeting are to be determined.</p>
109.	<p><u>DATE/TIME OF NEXT MEETING</u></p> <p>The date and time of the next meeting are to be determined. AC will contact Steering Group members with the details of any upcoming meetings.</p> <p>The Chair thanked the Head of Planning and Steering Group members for their contributions.</p>
	<p>The meeting finished at 7.10 pm</p>