



NPWG/6/2023-2024

## Royal Wootton Bassett Town Council

Notes of a Meeting of the Neighbourhood Plan Working Group held on Tuesday, 11 June 2024 at 7.05 pm at Conference Room, Town Council Office, 117 High Street, Royal Wootton Bassett SN4 7AU.

**Present:** Jef Grainger (Virtual), Alex Hutchings, Cllr Jenny Stratton, Cllr Carole Tan, Cllr Steve Walls (Chair), Kirsten Ward (Virtual) and Ross Wilson (Virtual).

**Also:** Jason Cook.

**Officers in Attendance:** Michelle Temple (Administrative Services Manager) and Gillian Welsman-Clarke (Administrative Services Officer).

**Apologies:** David Addyman, Cllr David Bowler, Karen Kent, James Shannon and Cate Watson, Cllr Fiona Holness and Dave Knight.

### 20 Welcome and "Roll Call"

Chair welcomed everyone with K Ward joining online. It was noted that JC would join the meeting later to present Active Travel Item, and that JG and RW would also be joining the meeting later virtually.

### 21 Apologies for Absence

Apologies were noted as above.

### 22 Approval of minutes of last meetings (30th January 2024 & 27th February 2024) and outstanding actions

Minutes of the meetings held on 30<sup>th</sup> January 2024 and 27<sup>th</sup> February 2024 were approved.

### 23 Site Allocation

**Meeting of Landowners/Site Promoters on Tuesday 27<sup>th</sup> February 2024 – Update from Kirsten Ward: -**

K Ward confirmed 4 key sites were discussed at the meeting held on 27<sup>th</sup> February 2024. Site 17, Site 18, Site 21, and Site 28 with Agent for Site 21 discussing Site 22 and provided an update:

- Site 21 & 22- no further update received from Agent
- Site 17, Agent sent draft Vision Document to benefit members, to be sent to the Site Viability Assessment Company

- Site 18 – Beds equivalent to 36 dwellings.

**Locality: Site Viability Technical Support Package – Update from Kirsten Ward: -**

Proposed sites were being assessed under the Locality Site Viability Assessment technical package.

Action: K Ward to send an updated Draft Neighbourhood Plan to the company.  
Action: GWC to update the companies who sent quotes for viability assessment were no longer required.

JS arrived at 7.15pm.

No update available in regards to the Draft Wiltshire Local Plan.

**24 Evidence Gathering**

**Non-Designated Heritage Assets – Update from Steve Walls: -**

Action: Steve Walls to send to LH DLP Planning the list and photos for final check.

DLP have drafted a letter that will be sent to Asset owners. A land registry search may be required to identify them. Assets will be added to the map.

Action: LH will send report to SW & GWC.

**Local Green Spaces Report – Update from Kirsten Ward: -**

Document report circulated prior to meeting.

JG arrived at 7.29pm

JC arrived at 7.31pm

4 sites that did not fit the criteria and the following 3 would be removed; Site 3 Brinkworth Brook and its Environs, Thunder Brook and its Environs, The Wiltshire Golf Course. The 4<sup>th</sup> Site Sparrow Lane site was discussed and its significance as green space close to High Street, a tranquil space for recreation as a pocket park, to remain.

Action: GWC to send email received from Kirsten to Steve Bacon in respect of Wilts & Berks Canal for clarification, copy JS & AH.

**25 Net Zero and Sustainable Construction Policies  
Green Corridor Policy – Update from Climate & Ecological Emergency  
Advisory Group**

SW & CT had attended the last meeting held on 19<sup>th</sup> March 2024, where the item was not discussed. The group's next meeting to be held on 26<sup>th</sup> June 2024 and a call for agenda items had been sent.

Action: SW & CT to request the Green Corridor Policy and evidence gathering be added to the Agenda.

### **Chippenham Neighbourhood Plan Examination – Update from Kirsten Ward**

Wiltshire Council and External Examiner had approved and finalised the Chippenham Neighbourhood Plan draft with some modifications. Intention to replicate the following policies and adapt to Royal Wootton Bassett circumstances, ensuring compliance with Draft Local Plan: -

- Sustainable Design & Construction Policies
- Net Zero Carbon Development
- Protecting and Enhancing Biodiversity Policy
- Tree, Woodland & Hedgerow Policy

#### **26 Budget & Locality Funding**

Budget 2024/2025 circulated prior to the meeting and was noted. GWC explained that the group could not bid for any more funding from Locality as had reached its limit of £18,000.

#### **27 Timeline**

KWard informed the timeline had been pushed back and she would update the programme going forward.

Next steps were:

- To finalise Non-Designated Heritage Assets
- Local Green Spaces
- Finalise Green Corridor Policy and evidence
- Draft Neighbourhood Plan to be assessed for viability
- SEA screen
- Foreword /Photos to be included in final draft

#### **28 Active Travel**

JC gave the presentation as DK was not able to make the meeting due to personal circumstances. Advised DK is the main point of contact on the project.

RW arrived virtually at 8.03pm.

SW who had attended the recent Active Travel Working Group meeting held on Tuesday 5<sup>th</sup> June 2024 provided an update on the work discussed. Sustrans had produced a feasibility study and associated designs relating to separate active travel routes in the town. Focus work on Saffron Close link by Jubilee Lake Car Park as a pinch point as a feasible option to start.

Action: Kward will review the presentation slides to include in the Draft Neighbourhood Plan.

Action: GWC to circulate Presentation slides with meeting minutes.

JC left the meeting at 8.25pm.

## **29 Skate Park**

Update received from GWC on the following: -

- Youth Festival – Sunday 5<sup>th</sup> May 2024 attended by Bassett Skate Park Working Group. 53 questionnaires completed.
- Bassett Skate Park Working Group set up at Full Council meeting on Thursday 23<sup>rd</sup> May 2024 with Cllrs Martin Denz, Fiona Holness and Carol Tan.

AH expressed his interest in joining the Bassett Skate Park Working Group.

## **30 Wiltshire Local Plan**

**Letter written to Georgina Clampitt-Dix – Update from Steve Walls: -**

SW had written to Georgina Head of Spatial Planning regarding the proposed developments outside our Parish Boundary and impact on our town's infrastructure, services and amenities, without the benefit of Community Infrastructure Levy (CIL) monies. GDC advised in her response that the Town Council would need to consult and work with Lydiard Tregoze Parish Council for any changes to boundary which wouldn't come in to effect until 2029 Elections, or a share of the 15% CIL monies from the developers.

The group noted the adoption of Wiltshire Design Guide and Public Transport Policy on 20<sup>th</sup> February 2024.

## **31 Communications**

Action: GWC had started to draft communication and will circulate when completed.

## **32 AOB**

No Any Other Business.

**33 Date of next meeting/s**

Next meeting to be held on Tuesday 30<sup>th</sup> July 2024 at 7pm in Town Council Offices with KWard joining virtually.

*Meeting closed at 8.36 pm*