



Royal Wootton Bassett Town Council  
Neighbourhood Plan Working Group

**Meeting:** Neighbourhood Plan Working Group

**Place:** Conference Room, Town Council Office, 117 High Street, Royal Wootton Bassett SN4 7AU

**Date:** Wednesday, 4 September 2024

**Start Time:** 7.00 pm

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**Attendees**

Clr David Bowler, Wiltshire Council  
Jef Grainger  
Clr Paul Heaphy  
Clr Andrew Matthews  
Rob Noel, Tinkers Lane Surgery  
James Shannon  
Clr Jenny Stratton  
Clr Carole Tan  
Clr Steve Walls (Chair)  
Kirsten Ward, DLP Planning (Virtual)  
Ross Wilson  
Michelle Temple, Administrative Services Manager  
Gillian Welsman-Clarke, Administrative Services Officer

**Apologies**

David Addyman  
Karen Kent  
Cate Watson, RWB Environment Trust

## Agenda

1. Welcome and "Roll Call"
  - Alex Hutchings resigned from the group.
2. Apologies for Absence
3. Approval of minutes of last meeting (11th June 2024) and outstanding actions
  - Appendix A
4. Site Allocation
  - Site Viability Assessment – Update Kirsten
  - Latest Housing Figures – Update Kirsten
5. Draft Neighbourhood Plan
  - Green Corridor Policy
  - Review of Draft Plan (Appendix B) and Policy Map (Appendix C)
6. Timeline
  - Timeline (Appendix D) To follow – Update Kirsten
7. Next Steps
  - Foreword & Acknowledgements
  - Photos
  - Finalise Site Viability Assessment
  - Strategic Environmental Assessment (SEA) Screen
  - DLP Planning Quote for producing graphic designed Neighbourhood Plan Document (Appendix E) – To follow
8. Finance
  - Budget 2024/2025
  - Budget 2025/2026
9. National Planning Policy Framework (NPPF) Public Consultation
  - Update from the Chair, Cllr Steve Walls
10. Communications
11. AOB
12. Future Agenda Items
  - To note any future agenda items.
13. Date of next meeting
  - To be discussed and agreed.

14. Meeting Closed

- To note the time the meeting closed.