



NPWG/7/2024-2025

Royal Wootton Bassett Town Council

Minutes of a Meeting of the Neighbourhood Plan Working Group held on Wednesday, 4 September 2024 at 7.00 pm at Conference Room, Town Council Office, 117 High Street, Royal Wootton Bassett SN4 7AU.

Present: Cllr David Bowler, James Shannon, Cllr Jenny Stratton, Cllr Carole Tan, Cllr Steve Walls (Chair), Kirsten Ward (Virtual) and Ross Wilson.

Also: Cllr Pat Farrow, Cllr Fiona Holness and Cllr Eve Silvester.

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

Apologies: David Addyman, Karen Kent and Cate Watson, Cllr Martin Denz and Cllr Katherine Wilson.

34 Welcome and "Roll Call"

It was noted that Alex Hutchings had resigned from the group. The Chair, Cllr Steve Walls has sent a thank you email.

35 Apologies for Absence

Apologies were noted as above.

36 Approval of minutes of last meeting (11th June 2024) and outstanding actions

Minutes of the meeting held on 11th June 2024 were approved and outstanding actions were updated during the meeting.

37 Site Allocation

Site Viability Assessment – Update Kirsten

Advised Bailey Venning Associates [company assigned under Locality Technical Support Package] had been contacted. As yet not provided a timescale to when their initial report would be complete.

Action: GWC to provide contact number to Kward to chase.

Councillor Fiona Holness arrived 7.20 pm

Latest Housing Figures – Update Kirsten

Wiltshire Local Plan will be discussed at Cabinet on 8th October 2024 and will contain the latest housing figures for Royal Wootton Bassett, including completed housing numbers and delivery figure for the Neighbourhood Plan.

38 Draft Neighbourhood Plan

Green Corridor Policy

It was agreed to include this policy utilising wording from Chippenham Neighbourhood Plan and adapt. A sub-group to map the green corridors for inclusion in the draft plan.

Action: Carole Tan, James Shannon & Eve Silvester to draw on a map where green corridors exist within the next 10 days and submit to GWC to upload onto MS Teams.

Review of Draft Plan (Appendix B) and Policy Map (Appendix C)

It was noted the latest version on Policy Map was not on MS Teams.

Action: Kward to send to GWC the latest version to be uploaded on to MS Teams.

Action: All to view the Draft Plan, using the review function on MS Teams and to track their changes to the document prior to our next meeting on Monday 30th September 2024.

Action: GWC to send a reminder email to all to review the plan document a week prior the next meeting.

39 Timeline

Timeline (Appendix D) was uploaded to MS Teams prior to the meeting for all to view. Kward confirmed timeline subject to change dependant on report received on Site Allocation and Wiltshire Council's response to Strategic Environmental Assessment and Habitats Regulation Assessment screening request, to ask if required in the plan.

40 Next Steps

Foreword & Acknowledgements

Action: SW will send Kirsten his draft Foreword.

Action: SW & GWC to meet and draft acknowledgements

Photos

Action: SW to bring memory stick to GWC to add onto MS Teams for selection and inclusion in the draft plan.

It was discussed if the group could use the photos from AECOM design guide.
Action: GWC to contact AECOM to check copyright and whether selected photos could be used in the draft plan.

Members can add photos to the folder if so wish, but ensure they are clearly labelled. Any issues email photos to GWC who will upload to the folder on MS Teams.

Finalise Site Viability Assessment

As previously discussed, awaiting initial report from Bailey Venning Associates.

Strategic Environmental Assessment (SEA) Screen

On receipt of the Site Viability Assessment report, KWard would send request to Wiltshire Council.

DLP Planning Quote for producing graphic designed Neighbourhood Plan

KWard had received an indicative quote from their graphic design consultant earlier that day, based on the draft plan would cost £250. For DLP to instruct and liaise, a project management fee of £77 per hour (+VAT) charged at hourly rate, initially capped at £154. Total cost around £400 (+VAT).

Would take 4-5 weeks to produce from instruction.

Agreed to request formal quote to produce professionally designed plan document ready for Regulation 14 Consultation, understanding additional cost will be charged to update changes prior to submission/referendum.

Action: KWard to obtain formal quote.

41 Finance

Budget 2024/2025

£164 spent so far, with £16,100 committed spend by 31st March 2025, based on the presented timeline and includes budget to pay for the SEA & HRA work to be undertaken to ensure deadlines are met, in the event Wiltshire Council not able to deliver in a suitable timeframe or an application to Locality for a technical support package is not possible.

Budget 2025/2026

Based on presented timeline, would need at least £7,000 to complete plan and includes election costs of around £5,000 to £6,000. Full Council Budget sign off for above years will be in December 2024. Initial budget proposed is £15,000 to £20,000.

42 National Planning Policy Framework (NPPF) Public Consultation

SW advised had attended the Wiltshire Council webinar on the proposed changes and that this consultation would be discussed at the Planning Meeting on Thursday 12th September 2024 starting at 6.30pm in the Conference Room, Royal Wootton Bassett Rugby Club.

KWard further explained that Wiltshire Draft Plan would continue as is, as it had reached Regulation 19 stage. In the event of NPPF, including the proposed changes, was published around December 2024, and the Wiltshire Draft Plan had been submitted to Secretary of State for examination within the month, this would trigger a review of the Wiltshire Local Plan on its adoption, to meet the new figure requirement as set out in the Housing Delivery calculations.

43 Communications

SW to draft communications when ready to consult with the public.

44 AOB

45 Future Agenda Items

No future agenda items were required at this time.

46 Date of next meeting

The date of the next meeting is Monday 30th September 2024 at 7pm on the Conference Room at Town Council Office, 117 High Street. KW will join online.

47 Meeting Closed

The meeting closed at 8.22 pm.