



NPWG/8/2024-2025

## Royal Wootton Bassett Town Council

Minutes of a Meeting of the Neighbourhood Plan Working Group held on Monday, 30 September 2024 at 7.00 pm at Conference Room, Town Council Office, 117 High Street, Royal Wootton Bassett SN4 7AU.

**Present:** Cllr Jenny Stratton, Cllr Carole Tan, Cllr Steve Walls (Chair) and Kirsten Ward (Virtual).

**Also:** Cllr Michael Cotton, Cllr Pat Farrow and Cllr Eve Silvester.

**Officers in Attendance:** Gillian Welsman-Clarke (Administrative Services Officer).

**Apologies:** David Addyman, Cllr Fiona Holness, James Shannon and Cate Watson, Cllr Katherine Wilson.

**48 Welcome and "Roll Call"**

Chair welcomed everyone to the meeting and those attending were noted.

**49 Apologies for Absence**

Apologies were noted as above.

**50 Approval of minutes of last meeting (4th September 2024) and outstanding actions**

Minutes of the meeting held on 4<sup>th</sup> September 2024 were approved and outstanding actions updated in the meeting.

**51 Site Allocation**

The Chair, SW, KWard and GWC had met with George Venning from Bailey Venning Associates earlier that day to discuss his Site Viability Assessment report on the proposed 5 sites. KWard provided an update on the meeting. A final report ready for circulation to be sent as soon as possible.

Action: GWC to circulate email on 5 proposed sites to group.

It was noted in the meeting that Wiltshire Draft Local Plan would be an item for approval at Wiltshire Council Cabinet meeting on Tuesday 8<sup>th</sup> October 2024 with agenda papers published tomorrow, Tuesday 1<sup>st</sup> October 2024. The Local Plan would publish the final housing figures for site allocation in the Neighbourhood Plan.

Action: SW to check the Local Plan and provide the group with a brief summary.

## 52 **Draft Neighbourhood Plan**

- **Green Corridor Policy**

It was noted JShannon had uploaded his proposed green corridor route on MS Teams. ES & CT gave an update on their work to identify green corridors on a map and provide text to include in the plan. Some routes identified followed the proposed Active Travel Plan routes.

It was discussed about how the corridors could link green spaces in the town.

Action: GWC to circulate Green Corridor Map and proposed text to members.

Action: GWC to forward Active Travel Plan to Kirsten for reference and understanding.

Councillor Michael Cotton arrived at 7.27pm

Wilts & Berk Canal route, its protection to be checked with Local Plan.

- **Foreword & Acknowledgements**

Action: GWC to circulate draft text to members.

- **Photos**

AECOM had agreed to the use of their photos, but had requested the document references the source.

Action: GWC to request AECOM provide copy of photos to ensure high resolution picture quality in the draft plan.

It was agreed to meet on Wednesday 16<sup>th</sup> October 2024 at 2pm to select photos. All welcome.

Action: GWC to send calendar diary date invitation and to produce list of policies that photos could be linked to.

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

It was noted of those who had made suggested amendments. One change all agreed was to rename Longleaze Park to Poetsfield.

Action: Kward to make changes to document accordingly

- **JD Design Project Proposal (Appendix D)**

Proposal agreed.

Action: GWC to update budget and proposal to be accepted when draft plan finalized.

**53 Timeline**

Timeline discussed. K Ward suggested that in order to save time it might be possible to submit the Strategic Environmental Assessment screening request to Wiltshire Council based on the updated Neighbourhood Plan with the site allocations still 'to be confirmed'.

Action: K Ward to confirm with colleagues and action as necessary.

Action: K Ward to request Bailey Venning Associates to provide Site Viability Assessment report to be taken to our next meeting.

**54 Communications**

It was agreed no communications required at this time.

**55 Finance**

GWC advised no changes in the finances since the last meeting.

**56 AOB**

No 'any other business' was raised.

**57 Future Agenda Items**

No future agenda items were raised.

**58 Date of next meeting/s**

Wednesday 16<sup>th</sup> October 2024 at 2pm in Conference Room, RWBTC Office, 117 High Street to approve photos for inclusion in plan.

Monday 21<sup>st</sup> October 2024 at 7pm in Conference Room, RWBTC Office, 117 High Street.

**59 Meeting Closed**

The meeting closed at 8.00pm.