

<u>Agenda Item No</u>	Virtual Meeting of the Royal Wootton Bassett Neighbourhood Plan Working Group Held on Tuesday 1st September 2020 at 7pm	<u>Action by</u>
1.	<p>Welcome & ‘Roll Call’ Attendees: Councillors David Bowler, Steve Bucknell, Mike Leighfield, Eve Silvester, Jenny Stratton and Steve Walls; Council Officers Michelle Temple and Gill Welsman-Clarke; Alex Roberts, Kirsten Ward (DLP Planning); Mark Batterham, Bob Philpott, Marie Wykes, Katherine Wilson.</p> <p>It was noted by all that Roger Rowthorn had resigned from the group; email circulated previously on this matter.</p> <p>SW advised that we had received an enquiry to join the group that day. GWC informed that a new advert for members had been published in the RWB & Lyneham Advertiser - September Edition.</p>	
2.	<p>Apologies for absence</p> <p>Apologies were received from Councillor Paul Heaphy, Nigel Bailey and Cate Watson.</p>	
3.	<p>Approval of minutes of last meeting (29th July 2020)</p> <p>Minutes from meetings held on 29th July 2020 were confirmed.</p>	
4.	<p>Action Points outstanding from 21st July 2020 meeting</p> <p>Contact Chamber of Commerce – GWC advised she had emailed Roz Paton, Chair of Chamber, on 29th July & 4th August but had received no reply. SW to contact Roz. 18.09.20 Roz contacted. Agreed to attend meeting on 01.10.20</p> <p>Contact local industrial parks – agreed to await contact with Roz Paton to help with this matter.</p> <p>Need to identify young person or representative from local academy – SW advised he had emailed that day the Geography Department of the RWB Academy and if he did not receive an immediate response he would chase in a weeks’ time.</p>	<p>SW</p> <p>SW</p>

	<p>MB, with youth work experience, offered to contact a group of young people from the school to aid in discussions.</p> <p>K Wilson advised to contact the School Parliament, SW agreed to look online for contact and get in touch with them.</p> <p>Local GP manager to coordinate with other health care centres, and dentists – ML had tried to phone Tinkers Lane Surgery that day with no success. Will look to speak to Practice Manager this coming week.</p> <p>09.09.20 GWC emailed ML contact email for Tinkers Lane Surgery.</p> <p>24.09.20 Contact made Rob Noel, Managing Partner at Tinkers Lane invited to next meeting.</p> <p>Add question to survey asking for steering group members – action completed and included in circulated questionnaire discussed in Item 6 of the Agenda.</p> <p>Date of questionnaire consultation - discussed in Item 6 of the Agenda.</p> <p>All other action points from this meeting had been completed.</p> <p>SW updated the group on his action point from 24th June meeting to contact Lydiard Tregoze Parish Council - still no response, so he would chase.</p> <p>16.09.20 Contact made with Cllrs Collis & Drury.</p>	<p>MB</p> <p>SW</p> <p>ML</p> <p>SW</p>
<p>5.</p>	<p>Meeting with Wiltshire Council (3rd August 2020)</p> <p>Minutes circulated prior to meeting, K Ward advised no response received from Wiltshire Council, she would chase Georgina & Henning for a reply to outstanding matters.</p> <p>02.09.20 K Ward sent email to WC.</p> <p>14.09.20 HT replied.</p> <p>AR summarized the meeting for all members of the group; it was encouraged throughout that Wiltshire Council designate plan making to the Neighbourhood Plan. Continued engagement/representation with WC required, to try and fulfil this intention.</p> <p>GWC noted that DLP Planning recommended review of Decision notices for applications granted/refused since April 2018 as part of WC action point at the meeting. If WC not forthcoming, Town Council receive weekly notice of these</p>	<p>KW</p> <p>GWC / DLP</p>

	<p>applications so this could be looked at inhouse. It was agreed to proceed with DLP Planning providing the parameters for the search.</p> <p>04.08.20 KW & GWC agreed parameters. 08.09.20 Gill sent relevant information to DLP.</p> <p><i>7.10pm Marie Wykes joined the meeting.</i></p> <p>Discussions took place on the proposed Government public consultation on planning reform. AR advised that Neighbourhood Planning still had a role and that any changes would take considerable time and would most likely be altered from the original consultation proposals. It would also require change to the Town & Country Planning Act, along with Secondary Draft legislation, new policies and guidance drafted etc., before it become a matter to be considered by Planning Authorities and Neighbourhood Planning.</p> <p>AR did advise on new changes to Planning of note:-</p> <ul style="list-style-type: none"> • Effective from that day; New Class E for designated Town Centre change of use classified as development, planning permission no longer required. For Neighbourhood Planning this change would impact on retail protection for town centres, as this would no longer be possible. • Consultation on Housing need has led to increased housing numbers across the country. This will inevitably lead to increased housing numbers across Wiltshire. WC will have to decide on how to distribute the higher numbers across the county. As Town Council seek greater housing numbers to deliver the infrastructure this would support this development. <p>AR confirmed that Town Centre buildings cannot change from one class to another without planning permission being sought, i.e. retail to residential.</p> <p>Another meeting would be arranged with WC upon receipt of their responses.</p>	<p>DLP /SW/ GWC</p>
<p>6.</p>	<p>Review draft stakeholder engagement questionnaire and agree approach to stakeholder engagement</p> <p>Questionnaire previously circulated. The following changes to the draft stakeholder engagement questionnaire were agreed:-</p>	

	<p>Introduction:-</p> <ul style="list-style-type: none"> • Change ‘we adopted’ to more appropriate term. • Add ‘April’ to 2018 & to all other references throughout the questionnaire concerning adoption of the plan. • Change ‘Planning Officers’ to ‘the Local Planning Authority’. • Add sentence /s what Neighbourhood Planning is. • Changes to be reflected in the flyer. <p>Question 9</p> <ul style="list-style-type: none"> • Clarity in respect of plan priorities, more distinction required e.g. rows 1 & 4 are too similar. • To be moved to beginning of the questionnaire, Q3. • Explanation on Row-De-Dow on row 3. <p>Question 11</p> <ul style="list-style-type: none"> • More specific on housing/industrial types with ‘other, please specify’ for those not listed. <p>To start with a question on whether the person knew Royal Wootton Bassett had a Neighbourhood Plan and if they were familiar with it.</p> <p>Concerns were raised on too many open questions leading to lack of responses. Wider engagement maybe achieved if more tick boxes used instead.</p> <p>28.09.20 Proposed final draft circulated.</p> <p>Stakeholder engagement: Discussions took place on how to publicise the survey, the following agreed:-</p> <ul style="list-style-type: none"> • Door-to-door services - MT to find out cost for single leaflet drop, i.e. not included in a multiple leaflet drop. However, concerns were raised on not all residents especially in flats not receiving leaflets in past consultations. <p>03.09.20 Quote obtained.</p> <ul style="list-style-type: none"> • Use of website, Facebook, twitter. To pay to boost Facebook post. <p>09.09.20 Research completed on how to boost.</p> <ul style="list-style-type: none"> • Window display in empty shop in Merchant House, Borough fields. 	<p>DLP</p> <p>DLP</p> <p>DLP</p> <p>DLP</p> <p>MT</p> <p>GWC / MT</p> <p>GWC / MT</p>
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------

	<p>22.09.20 Keys obtained to empty units.</p> <ul style="list-style-type: none"> Draft Press Release – Swindon Advertiser (Daily), Gazette & Herald (weekly). <p>04.09.20 SW drafted press release.</p> <p>07.09.20 GWC circulate draft to MT, KWD, AR.</p> <p>23.09.20 GWC spoke to Levana Hayes, journalist for RWB. ⇒ To find out cost and editions to publicise.</p> <p>21.09.20 GWC obtain cost of advertising in Swindon Advertiser.</p> <ul style="list-style-type: none"> Stall by Town Hall, High Street. <p>22.09.20 Date proposed Saturday 17th October 2020 9am to 12 pm- CANCELLED.</p> <p>It was noted that publicity could be staggered, dependent on the number of responses received. The option of advertising in the RWB & Lyneham could be looked at if not receive sufficient response, deadline for submission by 20th September, distributed first week of October 2020.</p> <p>12.09.20 GWC contacted Sally Barker, cost of advert £175 full page, deadline of submission Monday 19 October 2020.</p> <p>Consultation Start/ End dates to be agreed upon advertisement / leaflet drop clarification, which would be expected by the end of September, at the latest.</p> <p>22.09.20 Email circulated to members with dates.</p>	<p>DLP/ SW/ GWC</p> <p>GWC/MT</p> <p>GWC/MT</p> <p>DLP / GWC</p> <p>DLP / SW / GWC</p>
7.	<p>Review Timetable</p> <p>The work progress timetable to reflect discussions and changes to it. DLP Planning would update the timetable and circulate.</p> <p><i>7.47pm Alex Roberts left the meeting.</i></p>	DLP
8.	<p>AOB – review the minutes of former Steering Group meeting held on 28th July 2020.</p> <p>Minutes from meetings held on 28th July 2020 were noted.</p> <p>Transparency to the public - it was confirmed that the minutes from the Neighbourhood Plan Working Group were taken to Full Council meetings for public to view.</p> <p>22.09.20 Email sent to Committee Clerk to add Neighbourhood Plan item on next Full Council Agenda – Thursday 8th October 2020.</p> <p>Action from 24th June meeting Future of Neighbourhood Planning in Wiltshire – SW had attended a meeting on 22nd July</p>	GWC

	<p>of group formed of Wiltshire Town & Parish Councils to respond to the challenges facing Neighbourhood Plans but had not been able to attend the meeting on 26th August. He reported a letter from the group had been sent to James Gray MP and Wiltshire Council. No response had been received from either party, except it was noted that comments had been made by James Gray in the press.</p> <p>SW advised that he had circulated, a draft letter of our response to be sent to James Gray MP on behalf of the Mayor, for comment. The Mayor had indicated he was happy with the draft. Those who had received the draft letter any comments would be welcomed.</p> <p>08.09.20 Letter sent to James Gray MP. 15.09.20 Letter circulated to the group.</p> <p>SW advised that 3 UK Government planning public consultations would be discussed at the forthcoming virtual Planning Meeting at 7pm on Thursday 3rd September 2020. Agenda was available on the Town Council website, along with meeting arrangements for non-council members who wish to join. Non-planning committee council members were also welcomed to join.</p> <p>GWC informed that she had received a phone call from Roger Smith, Savills prior to going on annual leave. Roger was informed of the forthcoming questionnaire. Future calls would be referred to the Chair.</p>	<p>SW</p> <p>All to note</p>
9.	<p>Date of next meeting</p> <p>TBA – Within the month. Next meeting – Thursday 1st October 2020 7pm.</p>	GWC
	Meeting closed at 7.54 pm	