

| <u>Agenda Item No</u> | <b>Virtual Meeting of the<br/>Royal Wootton Bassett<br/>Neighbourhood Plan Working Group<br/>Held on Thursday 1<sup>st</sup> October 2020 at 7pm</b>  | <u>Action by</u>                                 |
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| 1.                    | <p><b>Welcome &amp; ‘Roll Call’</b></p> <p><b>Attendees:</b><br/>Councillors David Bowler, Steve Bucknell, Mike Leighfield, Eve Silvester, Jenny Stratton and Steve Walls; Council Officers Michelle Temple and Gill Welsman-Clarke; Kirsten Ward (DLP Planning); Nigel Bailey, Mark Batterham, Rob Noel, Roz Paton, Bob Philpott, Cate Watson, Katherine Wilson.</p> <p>Rob Noel: Managing Partner of Tinkers Lane Surgery.<br/>Roz Paton: Chair, RWB Chamber of Commerce.</p>   |  |
| 2.                    | <p><b>Apologies for absence</b></p> <p>Apologies were received from Councillor Paul Heaphy, Alex Roberts (DLP Planning) and Steven Gregory [a new enquiry to join the group].</p>   |  |
| 3.                    | <p><b>Approval of minutes of last meeting (1<sup>st</sup> September 2020)</b></p> <p>Minutes from meetings held on 1<sup>st</sup> September 2020 were confirmed.</p>  |  |
| 4.                    | <p><b>Action Points outstanding from 1<sup>st</sup> September meeting</b></p> <p>Still not received response to his email sent to RWB Academy, would try again.</p> <p>MB was waiting for response from RWB Academy to Steve Walls request and then would be happy to help.</p> <p>SW not received response from Cllrs Collis and Drury, would chase again.</p> <p>K Ward reported Henning Totz [HT] had replied with list from Development Dept colleagues with list of planning approvals, &amp; refuses. Kirsten had requested refinement of list.</p> <p>GWC advised HT had reported that Regulation 18 Local Plan consultation strategy would be taken to 3 November Cabinet</p> | <p>SW</p> <p>MB</p> <p>SW</p> <p>All to note</p> |

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|    | <p>meeting timetabled for December and January, with the report available 1 week before the meeting.</p> <p>A meeting would be schedule with WC Spatial Officers when necessary.</p> <p>All other action points from this meeting had been completed.</p>   |  |
| 5. | <p><b>Finalise draft stakeholder engagement questionnaire and agree approach to stakeholder engagement</b></p> <p>CW requested changes on questionnaire from ‘theatre’ to community arts centre/space; and include housing built to energy efficient standards.</p> <p>Leaflet/Flyer to advertise the consultation required approval on 2 October [to send to Hulbert &amp; Woodall for printing and delivery to Dor2Dor on 8 October, ready to be distributed to households, week commencing Monday 12 October]. SW to check and approve for GWC to proceed.<br/> <b>02.02.20 Leaflet checked, amended and approved. Sent to H&amp;W to print as per deadline.</b></p> <p>RN advised that Flu Clinics were starting Saturday 3<sup>rd</sup> October for next 6 weeks and he would be happy to distribute these during their clinics.</p> <p>NB would be happy to post a flyer on Tesco Community Board</p> <p>DB requested copies of questionnaires be sent to Councillors<br/> <b>08.10.20 Electronic copy of questionnaire circulated via email</b></p> <p>Leaflet to be dropped to Churches. Help to distribute flyers on the High Street, GWC to contact RP for help.</p> <p>Banners - had already been purchased and would be out on display on Monday 12 October 2020.</p> <p>The costs on the various advertising strategies was circulated prior to the meeting and the following was agreed;</p> <ul style="list-style-type: none"> <li>• Facebook.</li> <li>• Hulbert &amp; Woodall &amp; Dor2Dor</li> <li>• Swindon Advertiser</li> </ul> | <p>DLP</p> <p>SW/GWC</p> <p>RN/ GWC/ MT</p> <p>NB/ GWC</p> <p>GWC/MT</p> <p>GWC/RP</p> |

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|    | <p>The cost of printing Neighbourhood Plans by Hulbert &amp; Woodall was rejected and decision to print them by Town Council. MT advised that she and GWC would be in the Town Council office on Friday 9<sup>th</sup> October printing flyers, questionnaires etc. for general distribution.</p> <p>08.10.20 Email sent to H&amp;W advising not proceeding with NP printing booklet quote.</p> <p>The Stall scheduled for 17<sup>th</sup> October had been cancelled due to recent Government 'Rule of Six' announcement. It was agreed SW/GWC/MT to look into whether this could be delivered legally and safely.</p> <p>08.10.20 SW circulate email confirming that advice received does not allow a stall.</p> <p>GWC advised she had contacted various places around the town to see if they would hold paper copies of questionnaire. Had obtained agreement from Post Office, High St, RWB Rugby Club &amp; Jubilee Lake Tea Rooms. Had spoken to Aldi, Sainsburys &amp; Iceland but needed to obtain permission from Store Managers.</p> <p>02.10.20 Spoke to JS asking help along with ES to contact supermarkets around the town. Date to complete by 8<sup>th</sup> October.</p> <p>KWilson suggested boxes at these locations for residents to drop their completed questionnaires. KW to take ownership of sourcing the boxes. Date to complete by 12<sup>th</sup> October and to liaise with GWC/MT.</p> | <p>GWC / MT</p> <p>SW/ GWC /MT</p> <p>GWC/ JS /ES</p> <p>KWilson</p> |
| 6. | <p><b>Review Timetable</b></p> <p>Updated timetable circulated prior to meeting. Any changes to be amended by DLP Planning.</p>  | DLP  |
| 7. | <p><b>Budget 2020/2021</b></p> <p>SW informed budget of £26,000 agreed at Revenue &amp; Resource meeting on 24<sup>th</sup> September for 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022. He had liaised with DLP Planning to understand funds required for next stage and any funding available via Locality Fund.</p>   |  |
| 8. | <p><b>AOB</b></p>  | SW/ GWC  |

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|    | <p>RP suggested contacting Sally Barker, RWB &amp; Lyneham Advertiser to enquire if a pull out of the questionnaire could be inserted. GWC to call Sally next morning and liaise with SW. In event the decision to proceed would extend the consultation deadline to Monday 23 November.</p> <p><b>02.10.20 Cost obtained at £1400, SW agreed to proceed. GWC to negotiate a better price if possible. All to note - consultation to close on Monday 23 November.</b></p> <p><b><i>7.50pm Steve Bucknell left the meeting.</i></b></p> <p>RN advised he would be happy to co-ordinate the response for the future health needs for the town. From Jan 2021, 3 extra consultation rooms will allow the practice to take on extra 4,000 patients.</p> <p>MB suggested NP to promote healthy lifestyle; contact Local Authority Public Health as Statutory Consultee.</p> |     |
| 9. | <p><b>Date of next meeting</b></p> <p>Provisional Date: 19<sup>th</sup> November at 7pm TBC</p>  | GWC |
|    | Meeting closed at 8.10 pm  |     |