

Meeting date:	21st July 2020	Project:	Royal Wootton Bassett Neighbourhood Plan Review
Meeting time:	10am	Subject:	Inception Meeting
Venue:	GoToMeeting		

	Name	Organisation
Attendees:	Alex Roberts	DLP Planning
	Kirsten Ward	DLP Planning
	Steve Walls	Royal Wootton Bassett Town Council
	Steve Bucknell	Royal Wootton Bassett Town Council
	Mike Leighfield	Royal Wootton Bassett Town Council
	Paul Heaphy	Royal Wootton Bassett Town Council
	Jonathan Bourne	Royal Wootton Bassett Town Council
	Gill Welsman-Clarke	Royal Wootton Bassett Town Council
	Michelle Temple	Royal Wootton Bassett Town Council
Apologies:	David Bowler	Royal Wootton Bassett Town Council
	Jenny Stratton	Royal Wootton Bassett Town Council
	Eve Silvester	Royal Wootton Bassett Town Council

Meeting Record	Action
Item 1 – Introductions	
No objections were raised to record the meeting. Members of the DLP project team were introduced to members of Royal Wootton Bassett Town Council (RWBTC).	
Item 2 – Overview of Part A project stages and methodology	
DLP presented an overview of the Part A project stages and methodology, including: <ul style="list-style-type: none"> Assessment of existing Neighbourhood Plan policies (including liaison with Wiltshire Council) Stakeholder engagement Neighbourhood Plan Review scoping exercise (and recommendations for Part B) 	
Item 3 Implications of emerging policy / legislation (DLP)	

<p>The following were discussed in items 2 and 4, including;</p> <ul style="list-style-type: none"> • Emerging legislation • Emerging Local Plan Policies • Potential future housing requirement 	
<p>Item 4 – RWBTC’s initial thoughts on objectives for Neighbourhood Plan Review</p>	
<p>Discussion for this item identified the following points, which will inform the Neighbourhood Plan review:</p> <p><u>Weaknesses in current plan</u></p> <ul style="list-style-type: none"> • Need to look at where development can go – don’t want to stop development, want to control it better • Need to ensure vision aligns with that of Wiltshire Council. • Malmesbury NDP - good example, esp. in terms of design • Way that shopfronts look on high street - design is key element • Need to ‘play catch up’ on infrastructure e.g. Bypass road, schools, medical facilities, possible railway station. Only way infrastructure will be delivered is if RWB accepts more housing in the right places and in the right way. Not adverse to development as long as right location in right way. ‘Ad hoc’ development is not what is wanted. Need assurance that RWBTC is able to decide where housing should go. • Last plan was done in a hurry – heavy on public consultation but less focus on writing policies. <p><u>Strategic direction for the town</u></p> <ul style="list-style-type: none"> • Savills acted on behalf Oxford Uni. Held meeting with RWBTC and discussed what they wanted to deliver. The masterplan was a result of these discussions. Haven’t done anything since publishing the draft masterplan. • Need to consider how pedestrians / cyclists from new developments on outskirts would access the town centre. Any new development needs to have these links back into RWB town centre (rather than encouraging movements into Swindon). • Requests made for land from Oxford Uni (undevelopable flood plains) to be handed over to the town for management as a town park. • Need to consider impacts of Covid-19 e.g. more working from home, greater need for access to open space, changing needs of local businesses, indoor space standards, changes in demands for retail / High Streets - bypass would help to increase use of the High Street. <p><u>Types and scale of development desired</u></p> <ul style="list-style-type: none"> • Housing - needs to be diverse. Need for effective policies on design (not long rows of 2-bed terraces, more space between dwellings). Can include policies on density / site layouts etc. Could also consider detailed design briefs for specific sites. Would be best to work with site promoters to develop these. Consider opportunities for self-builds. 	

	<ul style="list-style-type: none"> • The Old Dairy site - example of poor-quality development. Not enough parking or public transport access. Want to avoid replicating this type of development in the future. • Perception is that social housing mostly houses people from Swindon - causing some tensions. • Site in the town wanting to build 20-30 units of social housing for families from wider Wiltshire area – not satisfying local need. Residents would be more supportive of these developments if they were meeting a local need and housing local people. • One development won design award (e.g. Norwich) – it can be done. Need for environmentally-friendly development, energy efficiency, opportunities for recycling/bin storage - can be built into design policies. Would need evidence to demonstrate that policies are viable. • Aiming to be carbon neutral / carbon negative town. Design of new development and carbon neutral – how can policies be developed to achieve this? Could we say that all new development has to be carbon neutral? - Yes, but would need evidence to support this. If don't have evidence to support it, should be able to say that if you can't comply with policy, you should do x, y, z instead. • Linkages to the town centre / new rail station from new development – cycle and pedestrian links. • Round town cycle network • New Sustainable Urban Extension – spacious, linear parks, low density • Need to also consider need / demand for employment space. 	
Item 5 – Stakeholder engagement		
	<p>Discussion for this item identified the following points:</p> <p><u>Identification of key stakeholders (incl. existing Local Planning Authority [LPA] contacts)</u></p> <ul style="list-style-type: none"> • Need for engagement with local residents - including on the Working Group (Katherine Wilson, Roger Rowthorn, Nigel Bailey, Mark Batterham (Urban planning student) - 4 people from the local community at the moment will be on the Working Group). • Will there be someone from the local business community - contact Chamber of Commerce (not all from RWB, but from surrounding areas, don't deal a lot with existing industrial estates / high street). • Could contact local industrial parks (management or representatives). • Need for young person or representative from local academy. • Local GP manager to coordinate with other health care centres, and dentists. <p><u>Online survey – scope of questions, method of circulation</u></p> <p>It was agreed that a question would be added to the survey which asks, 'Would you like to be on the Steering Group for the Neighbourhood Plan Review?'</p>	<p>GWC/DLP</p> <p>PH</p> <p>GWC/PH/ Chamber</p> <p>SW</p> <p>ML</p> <p>GWC/DLP</p>

	<p><u>Dates for questionnaire consultation exercise</u></p> <p>Indicative date for questionnaire consultation exercise is first two weeks of September, subject to meeting dates first being confirmed for initial discussion with Wiltshire Council.</p>	DLP
Item 6 – Confirmation of costs		
	DLP confirmed the fees agreed were as per the fee proposal dated 16 th June 2020.	
Item 7 – Timetable (Part A) and Arrangements for Meetings		
	<p>DLP shared an indicative draft programme for the Part A work. This is subject to a meeting date being agreed with Wiltshire Council. DLP advised that the programme could be revised if necessary following this.</p> <p>DLP to circulate draft programme.</p>	DLP
Item 8 – Agree next steps and future meetings		
	<p>It was agreed that the meeting scheduled for 29th July with the wider Working Group would focus discussion around Items 4 and 5 of this agenda.</p> <p>It was suggested that Steve Bucknell and Steve Walls would attend the meeting with Wiltshire Council alongside the DLP project team. The DLP project team agreed to take notes at this meeting.</p>	<p>GWC/SW/DLP</p> <p>SW/SB</p>
Item 9 – AOB		
	<p>Gill agreed to send contact details of planning officers at Wiltshire Council to DLP.</p> <p>21.07.2020 Email sent to DLP.</p> <p>It was agreed that workload for the project would be shared amongst members.</p>	<p>GWC</p> <p>ALL</p>