

<u>Agenda Item No</u>	Virtual Meeting of the Royal Wootton Bassett Neighbourhood Plan Working Group Held on Thursday 3rd June 2021 at 7pm	<u>Action by</u>
1.	<p>Welcome & ‘Roll Call’</p> <p>Attendees: Councillors, Andrew Matthews, Eve Silvester, Carole Tan and Steve Walls [Chair]; Council Officers Michelle Temple and Gill Welsman-Clarke; Kirsten Ward, (DLP Planning); David Addyman, Mark Batterham, David Bowler, Paul Brown, Dan Dunham, Jef Grainger, Alex Hutchings, Roz Paton, Bob Philpott, James Shannon, Cate Watson.</p> <p>Guest presenter: Dave Knight.</p> <p>Councillors Michael Cotton, Fiona Holness, Jenny Stratton, who are not members of the Working Group, joined the meeting.</p> <p>Chair informed the group that Alex Roberts from DLP Planning would be replaced by Roland Bolton due to his departure from the company and further Nigel Bailey was leaving the group as he was moving out of the area. A note of thanks would be sent to Nigel.</p> <p>It was noted that Mike Leighfield and David Bowler had stepped down as candidates at the recent town council elections. However David Bowler had recently been elected as Wiltshire Councillor for Royal Wootton Bassett South & West Ward.</p>	Chair
2.	<p>Apologies for absence Apologies were received from Cllrs Nic Hughes and Paul Heaphy, Roland Bolton (DLP Planning), Nigel Bailey, Angus Gunn, Karen Kent, Mike Leighfield, Rob Noel, and Ross Wilson.</p>	
3.	<p>Approval of minutes of last meeting (23rd March 2021) Minutes from meetings held on 23rd March 2021 were approved.</p>	
4.	<p>‘Sustainable development in our Neighbourhood Plan’ Presentation – Dave Knight [10 minutes presentation, 15 minutes question time] -(Appendix B) - Presentation Slides to follow.</p>	

	<p>Presentation slides circulated prior to the meeting.</p> <p>Key points raised:</p> <ul style="list-style-type: none"> • 5 environmental themes: carbon emission, air quality, water quality, energy production and biodiversity. • NWiltshire Council target to reduce carbon emissions by National Target of 68% and to be net zero by 2030. • Important to measure and monitor actions taken to improve environmental factors in development. • Find alternative solutions to support economic growth that reduce environmental impact e.g. benchmarking study shows higher than average vacancy rates for car parking in towns where there is congestion on High Streets/main shopping centres, however transport produces 40% carbon emissions which is the largest source in Wiltshire. Neighbourhood Plans could support environmental solutions to improve town centre access, such as bike lanes, active walking for all age groups encouraged, improve mobility access, introduction of electric scooters, fewer car spaces to encourage other transport uses. • New builds to follow ‘fabric first’ approach which ensures homes use little energy as well as being insulated and well designed, it is the best and cheapest way forward. Also look to integrate additional environmental reducing technologies e.g. greywater harvesting, sustainable drainage, noting however whilst important, not as much as reducing energy use especially from heat requirements. Environmental measures may cost developers more up front, but saves householders money over time. Less costly option, than householder having to in the future retrofit their homes to reduce their environmental impact. • Support environmental technologies currently available i.e. Centre for Alternative Technology. • NPPF (National Planning Policy Framework) 2019 sets out guidance for carbon reduction, but Wiltshire Council can legally set out stricter guidance in their Local Plan, but Neighbourhood Plan not so much. • It was noted that of the 40% transport carbon emissions, 80% due to traffic (car usage), whilst introduction and wider spread usage of electrical vehicles is important, congestion still likely to happen. 	
--	---	--

	<ul style="list-style-type: none"> • Opening a rail station opportune with electrification of the line. Chair advised a meeting is planned with SWLEP and Wiltshire Council Transport to progress this project. Challenge faced is the town has no designated site to promote, unlike Wilton & Corsham. • Question on developers using economic viability (current legislation guarantees 16% profit margin) as a reason for not delivering the higher environmental standards for new builds and needs to be challenged, as this put the onus on householders to retrofit their homes. Wiltshire Council working with Wiltshire Climate Alliance to challenge/lobby at National level that set profit margin for house builders when delivering new developments. • Tree planting to absorb carbon currently hot topic, however it takes time for trees to grow to sequester carbon from the atmosphere and depends on type of trees. • Promoting and supporting other agricultural developments such as improved soil health, farm using beef grass fed system led, to reduce in environmental impact. • Meadow planting in proportionate percentage in open spaces, grass verges, parks, to encourage biodiversity and reduction in need to grass cutting so often, thus saving money too. • Change use of current KPI (Key Performance Indicators), a lagging indicator that measures outcomes i.e. those used in benchmarking survey, to leading indicators which measures the things that drives change to help deliver future plans. 	
5.	<p>DLP Planning RWB Neighbourhood Plan Review Scoping Report – (Appendix C)</p> <p>Approval of Revised Report Group approved the present final revised report, noting that amendments were likely to emerge, as part of the ongoing process in developing the plan.</p> <p>Consultation with Wiltshire Council Spatial Planners – DLP Planning. KWard to email approved revised report to Wiltshire Council Spatial Planners and will arrange a meeting with them to discuss the report, ascertain housing requirements figure and</p>	KWard / GWC

	<p>any strategic sites the emerging local plan had identified and were being progressed.</p> <p>Cllrs Steve Walls (Chair) & Paul Heaphy, Kirsten Ward, DLP Planning, Michelle Temple, Acting Town Clerk & Gill Welsman-Clarke to attend this meeting with the Spatial Planners. Minutes of this meeting will be circulated to the working group.</p> <p>The Chair reminded the group that Town Council had responded to Wiltshire Council's public consultation to the emerging spatial strategy for Royal Wootton Bassett earlier in the year [report circulated to members in March 2021], which included supporting certain sites proposed in the Pool of Potential Development Sites document. [Document to be re-circulated to all, as new members have joined the group]</p>	GWC / All to note
6.	<p>DLP Planning Provision Services to review and update Royal Wootton Bassett Neighbourhood Plan - Part B; Consultation on draft Vision & Objectives and further evidence gathering [optional, if required] - (Appendix D)</p> <p>Discussion and decision on whether to proceed with Public consultation on Draft Vision & Objectives</p> <p>Group agreed to hold a public consultation (paper and online) on draft vision and objectives to ensure local residents, stakeholders and businesses continued to be engaged in the process. It would be 2 questions;</p> <ol style="list-style-type: none"> 1) Do you agree, yes or no, to proposed Vision & Objectives? 2) Any comments. <p>Outcomes from the consultation would be fed back into the draft plan.</p> <p>Group members would be asked to spread the message of the consultation when live and encourage participation, especially those members whose interests aligned with identified stakeholders and particularly in groups that represented under 45s, as this group was underrepresented at the last public consultation.</p> <p>Debrief meeting will be arranged with Cllr Steve Walls, Michelle Temple, Gill Welsman-Clarke and Kirsten Ward,</p>	<p>All to note</p> <p>Chair / MT /GWC /</p>

	<p>DLP Planning to discuss the organization of this consultation and timings.</p> <p>Communication – DRAFT WEBSITE PRESS RELEASE (Appendix E)</p> <p>Group approved the draft website press release. GWC will arrange the uploading of the press release onto the town council website and organize the subsequent promotion of press release, via town council social media, mail chimp, and notices.</p> <p>Additional Evidence Gathering:-</p> <p>⇒ Local Character & Design – <i>DLP Planning</i> This could be delivered either by Consultants (advised on /recommended by DLP Planning, cost to be determined) or by Locality Technical Support Package (at no cost). GWC to research on design package provided by Locality Technical support package and bring back to the group for further discussion at the next meeting.</p> <p>⇒ Identify non-designated heritage assets – <i>DLP Planning</i> Group unsure what is defined as a non-designated heritage asset. KWard will email GWC to circulate to the group, the Historic England guidance on this subject for further discussion at the next meeting.</p> <p>⇒ Identify Local Green Space – <i>Gill Welsman-Clarke</i> GWC advised that alongside the Local Plan Review, Wiltshire Council were developing a Green Infrastructure and Open Spaces Strategy, which the town council were asked to identify such infrastructure and open spaces and send to Wiltshire Council to be included. Copy of response currently held in Town Council office, MT to send to KWard to add to the map. Any missing infrastructure and open spaces could be identified by the group when on the map and be added. JStratton will send contact to GWC to forward to KWard to map the line of the canal.</p> <p>⇒ Site Allocations – <i>DLP Planning</i> Will be discussed at a future meeting, once received housing requirement figure from Wiltshire Council and strategic site allocations from the emerging strategy of the Local Plan Review.</p>	<p>KWard / All to note</p> <p>GWC</p> <p>GWC</p> <p>KWard / GWC / All to note</p> <p>MT / KWard</p> <p>JStratton / GWC / KWard</p>
--	---	--

	<p>⇒ Identify a green gap / green corridor – <i>DLP Planning</i> This will be delivered through the Strategic Policy of the Local Plan Review and can be raised/discussed at the planned meeting with the WC Strategic Planners.</p> <p>However can be strengthened by the proposed NP policy theme – Development beyond the Settlement Boundary – with edge-of-settlement developments should be well connected to the town by necessary transport infrastructure and pedestrian links.</p> <p>⇒ Identify local infrastructure requirements – <i>DLP Planning</i> A subgroup would be formed to carry out this activity. GWC to email member to request volunteers.</p> <p>⇒ Identify existing community facilities – <i>DLP Planning</i> A subgroup would be formed to carry out this activity. GWC to email members to request volunteers.</p>	<p>KWard</p> <p>GWC / ALL</p> <p>GWC / ALL</p>
7.	<p>Date of next meeting Date and time to be arranged, after the Wiltshire Council Spatial Planning meeting had taken place.</p>	All to note
8.	<p>DLP Planning Provision Services to review and update Royal Wootton Bassett Neighbourhood Plan - Part B work (<i>Appendix D</i>) and Budget & Locality Grants Report (<i>Appendix F</i>)</p> <p>Discuss and agree on an application for Grant funding Group agreed to apply for DLP Planning Fees for Stage 4, Stage 5 and Stage 6 for Basic Funding.</p> <p>Approve Proposed Fees ⇒ Optional Consultation on Draft Vision & Objectives / Evidence Gathering Fees Group approved fees of £525 (EXC VAT and disbursements) to carry out the public consultation on Draft Vision & Objectives. At present, no other consultancy fees for evidence gathering were asked to be obtained. Town Council will confirm written instruction with DLP Planning to proceed with above approved fees.</p>	<p>GWC</p> <p>MT / GWC / KWard</p>

	<p>⇒ Part B Fees</p> <p>Group approved fees of £12,059 (EXC VAT and disbursements) with additional cost of Liaison with other consultants (if required) of hourly rates capped at £1,000 (if required).</p> <p>Town Council will confirm written instruction with DLP Planning to proceed with above approved fees.</p> <p>Members to be aware that the town council can claim back any VAT charged.</p>	<p>MT / GWC / KWard</p>
	<p>Meeting closed at 8.37 pm</p>	