

<u>Agenda Item No</u>	Virtual Meeting of the Royal Wootton Bassett Neighbourhood Plan Working Group Held on Tuesday 14th September 2021 at 7pm	<u>Action by</u>
1.	<p>Welcome & ‘Roll Call’ Attendees: Councillors Nic Hughes, Eve Silvester, Carole Tan and Steve Walls [Chair]; Council Officers Michelle Temple and Gill Welsman-Clarke; Kirsten Ward, (DLP Planning); David Addyman, Mark Batterham, Jef Grainger, Alex Hutchings, Roz Paton, Bob Philpott, Cate Watson and Ross Wilson.</p> <p>Councillors Michael Cotton and Jenny Stratton, non-Working Group members, joined the meeting.</p>	
2.	<p>Apologies for absence Apologies were received from Cllrs Andrew Matthews and Steve Watts, Roland Bolton (DLP Planning), David Bowler, Paul Brown, Angus Gunn, Karen Kent, Mike Leighfield, Rob Noel, James Shannon, and Katherine Wilson.</p>	
3.	<p>Approval of minutes of last meeting and outstanding actions (3rd June 2021) Minutes from meetings held on 3rd June 2021 were approved.</p> <p>GWC advised members the June press release has now been added to the NP webpage and would become pre-cursor to marketing campaign for the forthcoming public consultation.</p> <p>JS to send contact to GWC to forward to KWard to map the line of canal.</p>	JS
4.	<p>Meeting with Wiltshire Council on 1st July 2021, minutes previously circulated. Items to discuss: -</p> <ul style="list-style-type: none"> • <i>Neighbourhood Plan- Plan Period – Recommendation:</i> KWard recommended Plan Period to cover up to 2036, members agreed. • <i>Outstanding Actions:</i> Item 4 - GIS Data – KWard to continue chasing Henning Totz (HT). 	KWard

	<p>KWard advised that Wiltshire Council presently updating their evidence on Housing Needs requirements with figure for RWB expected by end of year. She would keep chasing HT and circulate the figure to members once received.</p>	KWard
5.	<p>Public Consultation on Draft Vision & Objectives</p> <ul style="list-style-type: none"> • Draft Questionnaire: <ul style="list-style-type: none"> ⇒ Include age groups on questionnaire. ⇒ Add Town Council office as pick up and drop off point to questionnaire. • Marketing Strategy <ul style="list-style-type: none"> ⇒ Volunteers were requested to help deliver the marketing strategy. AH volunteered to contact the Post Office. GWC to email tasks to members, with members confirming which task they wish to help with. ⇒ Discussion on how to appeal to the younger age groups, suggestions; Instagram, contact sixth form, speak to LYN. Add to marketing strategy 	<p>KWard</p> <p>KWard</p> <p>GWC / All to reply</p> <p>GWC</p>
6.	<p>Additional Evidence Gathering:- <i>7.34pm Jef Grainger joined the meeting.</i></p> <ul style="list-style-type: none"> ⇒ Local Character & Design – <i>DLP Planning</i> ⇒ Identify non-designated heritage assets – <i>DLP Planning</i> ⇒ Identify Local Green Space – <i>DLP Planning</i> ⇒ Site Allocations – <i>DLP Planning</i> ⇒ Identify a green gap / green corridor – <i>DLP Planning</i> ⇒ Identify local infrastructure requirements – <i>DLP Planning</i> ⇒ Identify existing community facilities – <i>DLP Planning</i> <p>KWard & GWC to work together to plan on what is needed on each above item and circulate to all members requesting volunteers who wish to take on each task.</p> <p>AH to email Hannington Neighbourhood Plan which includes Design Policies to GWC to circulate to members for information and guidance on best practice.</p> <p>GWC to create resource page on NP webpage for links to best practice guidance accessible to Councillors and public.</p>	<p>KWard / GWC / All to reply</p> <p>AH / GWC</p> <p>GWC</p>

7.	<p>Locality Funding & Budget Chair noted Locality Funds have now been received.</p> <p>Present identified costs were within budget.</p> <p>Site Allocation work could be funded by applying for Localilty Additional Grant.</p>	
8.	<p>Review Timetable Timetable to be updated.</p>	KWard
9.	<p>Train Station Update KWard to research and make recommendations on how to progress this project, particulary in allocation of a possible site within either the Local or Neighbourhood Plan.</p>	Kward
10.	<p>AOB <i>Wiltshire Council Climate Change public consultation</i>; open until 17th October 2021 and includes Blue & Green Infrastructure Strategy. Next engagement webinar; 30 September 2021 7pm to 8pm, availability limited and requires booking using link previously circulated.</p> <p>Poster to advertise this consultation to be added to Town Council website, Social Media and Notice Boards.</p> <p>CW was speaking with Wiltshire Councillor Steve Bucknell about Wiltshire Council holding a presentation open to the Town Council, Environmental Group and residents on above Strategies & Community Environmental Toolkit. Chair, MT and GWC to discuss on proposal.</p> <p>WALPA; Chair advised of recent email received from Trowbridge Town Council; in respect of Wiltshire Council non - enforcement when developers have breached conditions on their granted residential planning applications.</p> <p>Further Planning Applications have been taken to Strategic Planning Committee for decisions, by-passing Area Planning Boards, breaching present protocol.</p> <p>Chair had not been able to attend all meetings held by the group, but would look to become more involved. Would also contact local Wiltshire Councillors to keep up-to-date with any issues as mentioned above that may effect our town.</p>	<p>All to note</p> <p>GWC</p> <p>SW / MT / GWC</p> <p>SW</p>

11.	Date of next meeting Date and time to be arranged.	GWC / SW / KWard
	Meeting closed at 8.06 pm	