

<u>Agenda Item No</u>	<b>Virtual Meeting of the Royal Wootton Bassett Neighbourhood Plan Working Group Held on Wednesday 8<sup>th</sup> December 2021 at 7pm</b>	<u>Action by</u>
1.	<p><b>Welcome &amp; ‘Roll Call’</b> <b>Attendees:</b> Councillors Nic Hughes, Eve Silvester, and Steve Walls [Chair]; Council Officer Gill Welsman-Clarke; Kirsten Ward, (DLP Planning); Mark Batterham, Jef Grainger, Angus Gunn, Alex Hutchings, Bob Philpott and Ross Wilson.</p> <p>Councillors Michael Cotton and Jenny Stratton, non-Working Group members, joined the meeting.</p>	
2.	<p><b>Apologies for absence</b> Apologies were received from Cllrs Paul Heaphy, Andrew Matthews, and Carole Tan; Cllr Steve Bucknell (non-Working Party member); Council Officer Michelle Temple; David Addyman, David Bowler, Paul Brown, Mike Leighfield, Rob Noel, James Shannon, and Katherine Wilson.</p> <p><b>POST MEETING NOTE: Apologies received from Karen Kent, Roz Paton, Cate Watson.</b></p>	
3.	<p><b>Approval of minutes of last meeting and outstanding actions (14<sup>th</sup> September 2021)</b> Minutes from meeting held on 14<sup>th</sup> September 2021, previously circulated, were approved.</p> <ul style="list-style-type: none"> <li>• <b>Resource page for Neighbourhood Plan webpage on Town Council website</b> Page will be created, once the group decide to site allocate and on the additional evidence gathering required.</li> <li>• <b>Train Station update</b> K Ward updated members as recorded in red under Item 9 of 14<sup>th</sup> September 2021 minutes.</li> </ul> <p>GWC advised further work has been carried to identify the sites from page 47 and Appendices from SLC Rail 2016 report and had been roughly mapped.</p>	GWC

	<p><b>SLC Rail report:</b></p> <p><i>Site 1</i> (Royal Wootton Bassett West); ownership of land would need to be identified. In discussion it was further noted that the Hills Waste lease land that potentially where the train station could be sited.</p> <p><i>Site 4</i> (Royal Wootton Bassett East); land owned by Oxford University Endowment Management and managed by Savills. Town Council had held discussions with Savills in 2018 &amp; 2019 promoting a train station, however no train station was included in their Alternative Development Strategy submitted Wiltshire Local Plan Review in August 2019.</p> <p><i>Site 5</i> (Royal Wootton Bassett East); land owned by Wainhomes and was discounted as it already had homes built.</p> <p><i>Site 6</i> (Royal Wootton Bassett East); land to east of Evening Star, owned by Wainhomes, who had submitted their response to our Public Consultation between 27<sup>th</sup> September and 18<sup>th</sup> October 2021 (pages 15 &amp; 16 Royal Wootton Bassett Neighbourhood Plan Vision and Objectives Consultation Report – DLP Planning). No train station was included in their plans. It was also noted that this land SHELAA reference 802 Lower Woodshaw Farm was excluded as a Strategic Site from Wiltshire Council Local Plan Review public consultation in February/March 2022, due to limited amount of unconstrained land and isolation from the settlement.</p> <p>DLP to map the rail site on GIS Data map to be circulated to members by GWC.</p> <p>Meeting to be arranged with Principal Officer and Development Manager (West &amp; South), Sustainable Transport Group, Wiltshire Council, Cllr Steve Walls, Michael Cotton, and Carole Tan, Officers Gill Welsman-Clarke &amp; Michelle Temple, Kirsten Ward (DLP Planning) and invite Wiltshire Councillors, Steve Bucknell (East Ward) &amp; David Bowler (South &amp; West Ward).</p> <ul style="list-style-type: none"> <li>• <b>Community Environmental Toolkit update</b></li> </ul> <p>CW was not at the meeting, GWC to email her for an update.</p>	<p>KWard / GWC</p> <p>GWC</p> <p>GWC</p>
4.	<p><b>Draft Vision &amp; Objectives</b></p> <ul style="list-style-type: none"> <li>• <b>Report and Discussion</b></li> </ul> <p>Report circulated prior the meeting; no comments made.</p>	

	<ul style="list-style-type: none"> <li>• <b>Recommendations</b></li> </ul> <p>Recommendation note in the report were agreed. DLP to draft wording for new strategic objectives: -</p> <ul style="list-style-type: none"> <li>• referring to ensuring appropriate levels of infrastructure provision.</li> <li>• relating to improving the functional relationship of the town with Swindon.</li> <li>• relating to supporting the development of a new train station.</li> </ul>	KWard
5.	<p><b>Site Allocation</b></p> <ul style="list-style-type: none"> <li>• <b>Wiltshire Council update</b></li> </ul> <p>KWard advised had recently met virtually with Morgan Jones, Spatial Planner, Wiltshire Council (Henning Totz replacement), along with Cllr Steve Walls, Michelle Temple &amp; Gill Welsman-Clarke. The number of houses the plan can allocate was discussed at the meeting and outcome documented in the Site Allocation Process paper, which was circulated to members prior to this meeting.</p> <ul style="list-style-type: none"> <li>• <b>Process and Discussion</b></li> </ul> <p>Timeline on site allocation work undertaken in the present Neighbourhood Plan, including site selection template and Multi-Criteria Decision Analysis template, was circulated prior to meeting to aid discussions.</p> <p>It was noted in the previous site selection criteria, 15 sites were identified: 12 greenfield and 3 brownfield sites. Analysis of these 3 brownfield sites showed:</p> <ul style="list-style-type: none"> <li>• 0.59ha, 11 dwellings – Aldi had since been built.</li> <li>• 0.23ha, 7 dwellings – a listed building nearby, ranked 6 on MCDA and not included.</li> <li>• 0.34ha, 10 dwellings – loss of car park, access to highways poor, ranked 5 on MCDA and was initially included, but during the plan process, only top 2 sites were progressed further.</li> </ul> <p>AH (Chair of Royal Wootton Bassett Branch of Wilts &amp; Berks Canal Trust) declared their interest at Wiltshire Council depot site on Marlborough Road was protected in the present Core Strategy and submitted to the Local Plan Review for continued protection.</p>	

	<p>It was noted that Wiltshire Council hold a Brownfield Land Register. A call for sites exercise could include writing to landowners/developers, planning agents, check brownfield register, general advertising by the Town Council. Greenfield sites potentially limit size capacity to 100 houses.</p> <p>Request made to DLP Planning to map sites including any constraints, for group to consider for assessment.</p> <ul style="list-style-type: none"> <li>• <b>Timetable</b></li> </ul> <p>Two timetables were circulated prior to the meeting; one included site allocation &amp; design code timeline. It was noted on this timetable Stages 4 &amp; 5 would start from April 2022 which is outside the Locality Funding deadline. K Ward would start the work earlier and make stage payments to the Town Council. Any monies not invoiced by 31<sup>st</sup> March 2022, remaining amount to be returned to locality.</p> <p>Locality Funding website not showing post March 2022 funding.</p> <p>It was agreed the group would like to site allocate. DLP Planning to provide quote for Site Assessment work by Tuesday 14 December 2021.</p> <p>Consideration will be made as to whether the timeframe allows for an application to Locality to cover this cost. However, it was noted there was sufficient money in the budget to cover this cost if decision made not to apply to Locality.</p>	K Ward
6.	<p><b>Additional Evidence Gathering: -</b></p> <p>Document prepared by DLP Planning on below topics was circulated prior to the meeting. Document to be used by each volunteer group, in their first meeting, as a discussion starting point.</p> <p>⇒ <b>Local Character &amp; Design</b>  Volunteer Group: Mark Batterham, Alex Hutchings, Gill Welsman-Clarke &amp; Cllr Steve Walls.  Arrange either a virtual, or face-to-face meeting (dependent on Covid guidance).</p> <p>⇒ <b>Identify non-designated heritage assets</b>  Volunteer Group: Alex Hutchings, Jef Grainger &amp; Cllr Steve Walls.</p>	GWC

	<p>Arrange either virtual, or face-to-face meeting (dependent on Covid guidance).</p> <p>⇒ <b>Identify Local Green Space</b> Volunteer Group: Bob Philpott &amp; Alex Hutchings.</p> <p>Arrange either virtual, or face-to-face meeting (dependent on Covid guidance).</p> <p>DLP to map Town Council evidence to Wiltshire Council Green Infrastructure &amp; Open Spaces Strategy Public Consultation April 2020 and send map to the volunteer group.</p> <p>⇒ <b>Identify a green gap / green corridor</b> Report noted no additional evidence required at present.</p> <p>⇒ <b>Identify local infrastructure requirements</b> Report noted no additional evidence required at present. However, at the plan progresses this could be looked at another time.</p> <p>⇒ <b>Identify existing community facilities</b> Report noted no additional evidence required at present. However, at the plan progresses this could be looked at another time. Contact CEM, Wiltshire Council in respect of Wiltshire Youth Survey and if they could share their results with the group to identify any potential community facilities for consideration in the plan.</p> <p>Face-to-face meetings could possibly be held in Manor House, dependent on Covid guidance and on a Councillor or Council Officer present at the meeting. To be checked with Michelle Temple, Administration Services Manager &amp; Acting Town Clerk.</p> <p>Volunteer groups could go outside their group for help.</p> <p>Any members who had not attended this meeting to email the organiser of volunteer group meeting, expressing their wish to join that particular group.</p>	<p>SW</p> <p>AH</p> <p>KWard</p> <p>GWC</p> <p>GWC/ MT</p> <p>All to Note</p>
7.	<p><b>AOB</b></p> <p>Cllr Eve Silvester had attended, along with Council Officer</p>	

	<p>Gill Welsman-Clarke, Wiltshire Council – Local Council Climate Action Planning Day on 16 November 2021. Virtual seminar hosted by Centre for Sustainable Energy, 41 delegates from Town &amp; Parish Council across Wiltshire attended. From this Royal Wootton Bassett Town Council will draft action plan dealing with what they have direct control of and where influence can be exerted to progress the Climate Change agenda.</p> <p>Neighbourhood planning in a climate emergency document to be circulated to all members.</p>	GWC
8.	<p><b>Date of next meeting</b> Date and time to be arranged in Mid-January.</p>	
	Meeting closed at 8.25 pm	