



Royal Wootton Bassett Town Council  
Neighbourhood Plan Working Group

**Meeting:** Neighbourhood Plan Working Group

**Place:** Conference Room, Town Council Office, 117 High Street, Royal Wootton Bassett SN4 7AU

**Date:** Tuesday, 30 January 2024

**Start Time:** 7.00 pm

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**Attendees**

David Addyman  
Cllr David Bowler, Wiltshire Council  
Jef Grainger  
Cllr Paul Heaphy  
Cllr Nic Hughes  
Alex Hutchings  
Karen Kent  
Mike Leighfield  
Cllr Andrew Matthews  
Rob Noel, Tinkers Lane Surgery  
James Shannon  
Cllr Jenny Stratton  
Cllr Carole Tan  
Cllr Steve Walls (Chair)  
Kirsten Ward, DLP Planning  
Cate Watson, RWB Environment Trust  
Cllr Katherine Wilson  
Michelle Temple, Administrative Services Manager  
Gillian Welsman-Clarke, Administrative Services Officer

**Apologies**

Ross Wilson  
Mark Hopkins, Chief Officer - Town Clerk and Acting Responsible Financial Officer (RFO)

## Agenda

1. Welcome and "Roll Call"  
Bob Philpott & Angus Gunn resigned from the group.
2. Apologies for Absence
3. Approval of minutes of last meeting 18th July 2023 and outstanding actions
4. Wiltshire Local Plan
  - 4.1 Town Council Response to Local Plan Consultation - Kirsten Ward
  - 4.2 Infrastructure - Delivery of Cemetery - Gill Welsman-Clarke
  - 4.3 RWB Train Station - Cllr Carole Tan
5. Finance
  - 5.1 Locality Funding - Gill Welsman-Clarke
  - 5.2 Budget 2023 / 2024 - Gill Welsman-Clarke
  - 5.3 Budget 2024 / 2025 - Gill Welsman-Clarke
6. Site Allocations
  - 6.1 Reassessment of Site Allocations - Kirsten Ward
  - 6.2 Arrange meetings with developers / landowners - Kirsten Ward & Gill Welsman-Clarke
7. Evidence Gathering
  - 7.1 Non - Designated Heritage Assets - Cllr Steve Walls
  - 7.2 Local Green Spaces - Gill Welsman-Clarke & Kirsten Ward
8. Government Consultation on Future Homes Standards - Kirsten Ward
9. Draft Neighbourhood Plan Policies
  - 9.1 Viability Assessment Cost - Gill Welsman-Clarke
  - 9.2 Net Zero and Sustainable Construction Policies - Cate Watson
  - 9.3 Protecting and Enhancing Biodiversity Policy - Cate Watson

- 9.4 Tree, Woodlands & Hedgerow Policy - Cate Watson
- 9.5 Green Corridor Policy - Cate Watson
- 9.6 Renewable Energy Policy
- 10. Draft Neighbourhood Plan Format
  - 10.1 Foreword, Acknowledgements - Cllr Steve Walls
  - 10.2 Feedback from members - Kirsten Ward
  - 10.3 Format & Photographs - Cllr Steve Walls
  - 10.4 Monitoring & Review - Gill Welsman-Clarke
- 11. Timeline - Kirsten Ward
- 12. Communications
- 13. Assets of Community Value - Cllr Carole Tan
- 14. WALPA - Cllr Steve Walls
- 15. AOB
  - 15.1 Wiltshire Council briefing note on NPPF changes
  - 15.2 Active Travel Plan
- 16. Date of next meeting/s