



NPWG/4/2023-2024

Royal Wootton Bassett Town Council

Minutes of a Meeting of the Neighbourhood Plan Working Group held on Tuesday, 30th January 2024 at 7.00 pm at Conference Room, Town Council Office, 117 High Street, Royal Wootton Bassett SN4 7AU.

Present: David Addyman, Karen Kent, Cllr Jenny Stratton, Cllr Carole Tan, Cllr Steve Walls (Chair) and Kirsten Ward (Virtual).

Also: Cllr Eve Silvester.

Officers in Attendance: Michelle Temple (Administrative Services Manager) and Gillian Welsman-Clarke (Administrative Services Officer).

Apologies: Cllr David Bowler, Mike Leighfield, James Shannon, Cate Watson, Cllr Katherine Wilson and Ross Wilson, , Mark Hopkins (Chief Officer - Town Clerk and Acting Responsible Financial Officer (RFO)).

1 Welcome and "Roll Call"

The Chair had written thanks to both Bob Philpott and Angus Gunn for their contribution to the working group.

2 Apologies for Absence

Apologies noted as above.

3 Approval of minutes of last meeting 18th July 2023 and outstanding actions

Minutes of the last meeting held on 18th July 2023 were approved. No outstanding actions.

4 Wiltshire Local Plan

4a Town Council Response to Local Plan Consultation - Kirsten Ward

DLP report on town council's response to the Draft Local Plan consultation is available to view on the town council website.

KWard briefed on the next stages of the Local Plan; comments received were being reviewed by Wiltshire Council to inform the final draft of the plan. Expected to be published in summer this year. The plan will be sent to Examination towards the end of the year. The Town Council had registered their interest to attend the hearing, with Chief Officer main point of contact.

4b Infrastructure - Delivery of Cemetery - Gill Welsman-Clarke

It was noted that the delivery of a cemetery was a place shaping priority in the Draft Local Plan, but no site had been identified. It was unlikely to be delivered through the Neighbourhood Plan site allocations either.

Action: to contact agents to investigate the possibility of siting a cemetery at their site; Local Plan Policy 50 – Land at Maple Drive.

4c RWB Train Station - Cllr Carole Tan

CT had contacted David Phillips, Senior Transport Planner at Wiltshire Council about the delivery of train station in the town and had received a reply before Christmas. She had emailed again for a further update.

Action: Circulate December 2023 email to members and further update when received.

5 Finance

5a Locality Funding - Gill Welsman-Clarke

Locality Funding application deadline finished on 26th January 2024, therefore application submitted and was successful. Amount to receive was £3610 and presently going through the process to accept the grant. This will partly cover the cost for DLP fees to finalise the Local Green Space and Non-Designated Heritage Assets evidence gathering. This work will need to be completed and invoiced by 31st March 2024, the deadline for grant monies to be spent.

Had also applied for a Technical Support Package; Site Viability Assessment, at no cost. Was in contact with the person assigned to deliver the work. A request had been sent to Department for Levelling Up, Housing and Communities (DLUCH), response to approve the request still pending.

5b Budget 2023 / 2024 - Gill Welsman-Clarke

Budget 2023 / 2024 was circulated prior to the meeting and was noted.

5c Budget 2024 / 2025 - Gill Welsman-Clarke

Budget 2024 / 2025 was circulated prior to the meeting. KWard confirmed that estimated Strategic Environmental Assessment (SEA) cost was £5,500, and that it was unlikely that Neighbourhood Plan would require a full Habitats Regulations Assessment (HRA), although this would be confirmed at Screening stage.

The group to note, no election costs to hold the required referendum had been included in the budget.

Action: GWC to update the budget.

6 Site Allocations

6a Reassessment of Site Allocations - Kirsten Ward

Briefing Note on Site Assessment update was circulated prior to the meeting. KWard confirmed that 3 sites remained for consideration for potential allocation in the Neighbourhood Plan.

Whilst the estimated dwelling capacity of the 3 potential allocation sites was more than the housing requirement figure of 150 as outlined in the Draft Wiltshire Local Plan, as long as there was justification then the three sites could be allocated.

It was agreed to continue with the remaining 3 sites.

6b Arrange meetings with developers / landowners - Kirsten Ward & Gill Welsman-Clarke

Agreed to hold a meeting with the developers / landowners on Tuesday 27th February 2024, time to be determined. Town Councillors and Neighbourhood Plan Working Group member to attend. A suitable venue to be found.

All developers / landowners would be invited to attend on the same night.

Actions: GWC to find suitable venue to hold the meeting, and facilitate arrangements on the night. KWard to send invites.

7 Evidence Gathering

7a Non - Designated Heritage Assets - Cllr Steve Walls

SW informed a meeting of the group will take place on Wednesday 31st March 2024 to discuss work progress so far. KWard suggested her colleague who specialised in Heritage could support the group.

Action: KWard to arrange a virtual meeting with SW and her colleague.

7b Local Green Spaces - Gill Welsman-Clarke & Kirsten Ward

33 sites of open green spaces had been identified.

Country Park at Brynards Hill - It was noted that discussion with KWard would be required regarding safeguarding the potential option to install a skate park within the site. Other skate park sites were being investigated as well, and consultation would be essential when at an appropriate stage.

Action: GWC to circulate the documentation of the 33 sites.

8 Government Consultation on Future Homes Standards - Kirsten Ward

Briefing note on the Consultation on Future Homes Standards circulated prior to the meeting. Consultation period runs from 13th December 2023 to 6th March

2024 with compliance to Future Homes Standard become mandatory in 2025, to ensure new homes built will produce 75-80% less carbons emissions than homes built under current Building Regulations.

CT asked the question on if this will apply when retrofitting homes.

Action: KWard to confirm and response circulated.

9 Draft Neighbourhood Plan Policies

9a Viability Assessment Cost - Gill Welsman-Clarke

3 quotes had been sought as per Town Council Financial Regulations and circulated to members for consideration.

It was agreed to defer the decision on the appointment of a consultant, dependent on the decision on finalising the Net Zero and Sustainable Construction Policies.

Action: GWC to reply to consultants the decision to defer to next meeting.

9b Net Zero and Sustainable Construction Policies - Cate Watson

CW sent her apologies. It was requested that KWard check the Net Zero and Sustainable Construction policies taken from the Chippenham Neighbourhood Plan (CNP) against proposed policies in the Local Draft Plan.

Action: KWard to ask CW for update on CNP Examination process.

9c Protecting and Enhancing Biodiversity Policy - Cate Watson

It was agreed to add this policy in the draft Neighbourhood Plan.

Action: KWard to include in draft.

9d Tree, Woodlands & Hedgerow Policy - Cate Watson

It was agreed to add this policy in the draft Neighbourhood Plan.

Action: KWard to include in draft.

9e Green Corridor Policy - Cate Watson

CW had sent prior to the meeting, green corridor sites she had identified which connects the green spaces in the town, to be agreed and mapped, as part of the proposed Green Corridors policy to preserve these spaces in the Neighbourhood Plan.

There were some concerns raised about the sites and it was agreed that this work would be discussed at the next Climate and Ecological Emergency Advisory Group (CEEAG) meeting in March 2024, date yet confirmed.

Action: SW & ES to take this item for discussion at the next CCEAG meeting.

9f Renewable Energy Policy

Dave Knight (RWB Environment Trust) subsequent to attending the previous NPWG meeting on 18th July 2023, had sent a request for the group to consider identifying potential locations for renewables generation.

Due to time, resources and funding constraints, the decision made was not to include in the emerging Neighbourhood Plan, with the Local Plan best placed to deliver this policy.

10 Draft Neighbourhood Plan Format

10a Foreword, Acknowledgements - Cllr Steve Walls

Action: SW to draft Foreword to bring to group for discussion and approval.

Action: GWC to produce a list of acknowledgments.

10b Feedback from members - Kirsten Ward

Action: KWard to update draft with agreed policies from the meeting, except Green Corridor Policy, to be circulated for comments.

10c Format & Photographs - Cllr Steve Walls

Action: SW, MT and GWC to meet to discuss format.

Action: SW to form a small group to look at photos relevant to the draft plan to be added to the document. Those interested to join the group email SW.

10d Monitoring & Review - Gill Welsman-Clarke

GWC, Planning Lead Officer will have the administrative role for monitoring the Neighbourhood Plan and recording any loss of any facilities. Further be responsible for arranging the Council's 5-year review of the Neighbourhood Plan.

11 Timeline - Kirsten Ward

Timeline had been updated and circulated prior to the meeting. It was noted that this could be extended to end March 2025 if required.

It was noted that work would need to begin in preparation of the Regulation 14 public consultation.

Action: GWC and KWard to identify suitable venue to hold consultation events, requirements of documents needed to be publicised and report back to the group.

12 Communications

GWC informed that an article on Local Plan consultation would be published in the Town Council bulletin due out in Spring and the Town Council website had been updated.

Action: SW and GWC to draft communications on the progress to date, ready for immediate publication.

13 Assets of Community Value - Cllr Carole Tan

Action: SW with CT to form a group to identify Assets of Community Value.

14 WALPA - Cllr Steve Walls

SW provided a verbal update on the work undertaken by WALPA in response to the Draft Local Plan Consultation. He further advised the WALPA group had not recently met and was presently in abeyance.

15 AOB

15a Wiltshire Council briefing note on NPPF changes

Briefing note from Wiltshire Council on the changes to NPPF (2023) circulated prior to the meeting. Changes to NPPF paragraph 14 relating to Neighbourhood Plans was welcomed.

15b Active Travel Plan

Action: GWC to circulate presentation slides received from DK in July 2023. Further to invite him to the next meeting to provide an update.

16 Date of next meeting/s

Date of Next Meetings: -

- Tuesday 27 February 2024, to meet with Landowners/ Developer; time and venue to be confirmed.
- Tuesday 5 March 2024, 7pm at Town Council Office
- Thursday 4 April 2024, 7pm at Town Council Office.

Meeting closed at 8.29 pm