

Warminster

Neighbourhood Plan

Minutes of Neighbourhood Plan Review Steering Group Meeting Tuesday 14th March 2023 (6pm) Warminster Civic Centre

1. Attendees:

In Person: Cllr Keeble (Cllr K), Tom Dommett (TD) & Clare Collier (CC) – Warminster Town Council (WTC)

Online: Harriet James (HJ), Len Turner (LT), Nick Parker (NP), Jeremy Stadward (JS), Katie Lea (KL) – Place Studio

Apologies – Cllr Brett, Jon Ellis, Nick Pearne

2. Agreement of Minute Taker

Clare Collier agreed to be minute taker.

3. Declarations of Interest

None raised.

4. Approval of Minutes from Last Meeting

Approved with the following amendment - agenda item 6a, 'carbon neutral to be changed to net zero.'

5. Neighbourhood Plan Working Draft

Nick Parker (NP) reminded the group that Jon Ellis (JE) had invited him to assist with editing the draft Warminster Neighbourhood Plan (WNP) content at the last steering group meeting. NP and JE had discussed that the draft wording needed to be more accessible in order that it could be fully understood by the wider community. They also thought the plan could be restructured into a simpler format, with an executive summary supported by the technical information and evidence. Cllr Keeble (Cllr K) requested that any rewrites need to be passed by the steering group. Katie Lea (KL) agreed with Cllr K and stated that the plan needs to be readable, and a lot of the supporting information doesn't need to be included in the main body of the plan. KL suggested the group may want to look at other Neighbourhood Plans to see how they have approached the presentation of information:

Salisbury – a part 1 summary (and a part 2 main NP document)

Melksham – a 'mini guide' <https://www.melkshamneighbourhoodplan.org/neighbourhood-plan-1>

Chippenham – a non-technical summary https://chippenhamneighbourhoodplan.org.uk/wp-content/uploads/2022/02/CTC_0878_Non-Technical_Summary.pdf

She also suggested that the group may want to consider producing a document in a format with each policy addressing the question of 'What does this policy mean to me as resident?' Example plan will follow.

Action: Place Studio to share summary example neighbourhood plans.

Jeremy Stadward (JS) offered to assist JE and NP with the editing of the plan. It was agreed that JE, NP and JS continue to edit the plan.

Action: A new working WNP is to be created (named March 23 NPP). Once the first four paragraphs of the WNP have been produced by the editing group (JE/NP/JS) these are to be shared with the steering group with the aim of having a completed draft version by the end of April which can be viewed on SharePoint.

On JE's behalf, Clare Collier (CC) thanked Harriet James (HJ) and Cllr K for all their efforts to date with the content of the plan.

It was also noted that the original WNP visions, objectives and policies, detailed on the SharePoint, should be used in the overview survey.

HJ enquired as to when the draft policies will be reviewed. KL confirmed they will be looked at in late April after the first stage public consultation has been completed. KL stated that the fee estimate will need to be revised to reflect an increase in the number of WNP policies from the original specification.

Action: Draft policies to be reviewed in late April by Place Studio.

Action: Place Studio and WTC to discuss fee estimate in late April.

KL reported that feedback from Wiltshire Council (WC) regarding the Strategic Environmental Assessment / Habitat Regulations Assessment Screening (SEA/HRA) is not likely to be available until May. The submitted document needs to be screened by WC, this will result in a screening opinion that then needs to be shared with the statutory consultees for feedback.

Action: CC to ask Sophie Davies if there is any more information on when we can expect an outcome on the SEA/HRA screening.

6. Communication and Consultation Plan

Tom Dommett (TD) briefed the group on the approach to be taken for the public consultation. The consultation period will take place from Monday 27th March to Sunday 23rd April. Members were invited to volunteer with manning the 'pop-up' stand.

Action: Consultation plan to be distributed to steering group.

Action: CC to liaise with Warminster School regarding their involvement with assisting with completing the surveys.

7. Evidence Gathering

Housing Needs Assessment - an update meeting with Arc4 was held with the steering group last week. The full draft report has been distributed to the steering group for comment. Feedback from the members is needed by Sunday 19th March 2023. At the meeting with Arc4 the option of collaborating with a local land development trust was discussed, with the aim of building affordable housing in small clusters. Len Turner (LT) felt this concept could easily be included in the WNP but the difficulty would be in the implementation. Trevor Cherrett, Chair of the Wiltshire Land Trust, could be contacted for advice on the best approach. LT felt that if such a scheme was included as an objective in the WNP it would be welcomed by WC. KL reported that community land trust groups and neighbourhood plan groups can work collaboratively, for example Seend, where their community land trust site is currently being built.

Action: Policy to be included within WNP to enable the support of a community land trust within Warminster.

Design Code and Town Centre Master Plan (TCMP) - an update meeting with AR Urbanism and the steering group has been held. AR Urbanism will be distributing their baseline analysis of design guidance on Friday 17th March. Steering group members to forward comments on the report by Friday 24th March. meeting has been scheduled for Thursday 6th April to discuss the design principles and best practice development examples. Two further meeting to be arranged to discuss the Town Centre Master Plan (TCMP).

NP questioned who is responsible for checking that Arc4 and AR Urbanism are meeting the terms of reference. Cllr K confirmed WTC hold the consultant contracts, but the steering group has a role to challenge and review the work produced. TD confirmed that Arc4 and AR Urbanism are funded by and report to Locality.

Action: CC to schedule dates for TCMP meetings with AR Urbanism.

8. Neighbourhood Plan Project Plan (including outstanding actions)

KL confirmed that the project plan needs to be regularly reviewed as it is dependent on many other factors. The current focus should be on the completion of the first stage of the informal public consultation. The ambition is that Regulation 14 consultation can be carried in the summer but this is dependent on a number of factors and will be kept under review.

Action: Project plan to be reviewed in April.

JE has received a response from WC regarding his questions regarding the WC parking.

Action: Statistics from the Parking Manager at Wiltshire Council to be shared with steering group.

9. AOB

TD suggested the group may wish to consider including 'pepper-potting' as an approach to affordable housing whereby residents live in an integrated community through the 'sprinkling' of social housing amongst privately owned housing.

Action: Pepper-potting approach to discussed further with Place Studio.

10. Date of Next Meeting

Thursday 25th May, 6pm - hybrid