

# Warminster Neighbourhood Plan

## Minutes of Neighbourhood Plan Review

### Steering Group Meeting

Thursday 25<sup>th</sup> May 2023 (6pm)

1. Attendees

In Person – Jon Ellis, Harriet James, Cllr Keeble, Tom Dommett, Clare Collier

Online – Len Turner, Cllr Fraser, Jeremy Stadward, Vaughan Thompson – Place Studio, Katie Lea – Place Studio

Apologies – Cllr Allensby, Cllr Brett, Cllr Jones, Nick Parker

2. Declaration of Interests

None raised.

3. Approval of Minutes

The minutes of the last meeting were approved.

4. Neighbourhood Plan (NP) Working Draft

Cllr Keeble thanked the 'editing' team for all their work on putting together the next draft of the NP. Place Studio commented that good progression had been made and there were no fundamental issues. Place Studio will forward their comments on the draft document to Jon Ellis. The group discussed the 'query' points raised by Jon Ellis.

Place Studio recommended that the Steering Group (SG) should have a meeting with Sophie Davies, the Wiltshire Council NP Link Officer, to discuss the Wiltshire Council Local Plan, as the draft regulation 19 Local Plan is potentially scheduled to go to Wiltshire Cabinet in July 2023 for consultation in the Autumn. The draft document will specify Wiltshire Council's intentions for the future development of housing throughout the county and will provide a housing number and an allocation strategy for Warminster up to 2038. This ultimately will give an indication of the potential planning for additional housing outside the settlement boundary and West Urban Extension (WUE).

Place Studio confirmed that the draft Warminster NP should keep referencing Wiltshire's current policies until replacement policies are adopted (the timetable for adoption is programmed for the end of 2024, but it also indicates submission for examination in quarter 2 of 2024<sup>1</sup> - a tight timescale.)

**Action: arrange meeting with Link Officer once Local Plan has been published.**

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<sup>1</sup> [https://www.wiltshire.gov.uk/media/10605/Local-Development-Scheme-December-2022/pdf/Wiltshire\\_Local\\_Development\\_Scheme\\_2022\\_.pdf?m=638067854462130000](https://www.wiltshire.gov.uk/media/10605/Local-Development-Scheme-December-2022/pdf/Wiltshire_Local_Development_Scheme_2022_.pdf?m=638067854462130000)

Len Turner reported that he had recently attended a meeting with Persimmon Homes, where they implied that the problem with the 5 year land supply has been exacerbated by the fact that their proposals for West Ashton Road, Trowbridge have not proceeded because the permissions have expired. The Persimmon Homes representative indicated they will be submitting revised applications for the 2,000 homes which will bring Wiltshire's land supply up to the 5 year target.

Jon Ellis had listed the key points from the analysis of the public consultation survey work and requested that SG members forward any additional points (positive and negative) for inclusion in the draft plan.

Cllr Keeble was concerned that some of the comments from the public consultation survey work were based on people's perceptions rather than factual evidence. It was agreed that some of the issues raised are outside of the remit of the NP and this needs to be acknowledged in the NP.

**Action: Introductory text to Housing and Communities section to be forwarded to Jon Ellis. Jeremy Stadward to liaise with Cllr Allensby.**

Place Studio confirmed that as the Warminster NP is not allocating employment land, referencing the need for a managed business and resource centre in the NP needs to be focused on its promotion.

**Action: Jon Ellis to share Version 6 of Warminster NP with Place Studio which includes Harriet's introductory text. Update version of draft NP to be uploaded to SharePoint.**

#### 5. Informal March / April Public Consultation

Jeremy Stadward questioned what approach should be taken as the Housing Needs Assessment has identified a higher number of houses needed compared to the number allocated. Len Turner stated that Wiltshire Council's housing allocation for Warminster is the minimum number to be achieved. If there is a genuine need for additional housing, then the NP will need to make reference that additional sites may need to be found.

**Action: Place Studio to consider options on how to reference unmet affordable housing need.**

**Action: Town council to arrange meeting with Persimmon Homes/housing association to start dialogue about the type of affordable housing that is needed.**

The SG agreed the content of the analysis of the survey data.

**Action: Press release to be produced to thank the community for taking the time to give their feedback on the draft NP and evidence gathered to date.**

Place Studio recommended that the topic groups should meet to ensure that the key points highlighted in the public consultation survey analysis are included in the NP. Individual quotes should be included to help shape the policies and content of the NP. The Environment Heritage and Design (EHD) topic group will also need to look at the suggested Local Green Spaces (LGS).

Feedback from landowners of LGS and heritage assets will also help inform decisions made on these matters.

**Action: Topic group meetings to be held as soon as possible to collate key finding from the public consultation.**

Jon Ellis asked Place Studio how issues that can't be resolved by the NP should be 'flagged' e.g. potholes. Place Studio suggested that the NP shouldn't ignore comments that can't be addressed by the policies and should be included as potential community projects/activities.

6. EHD Topic Paper

The SG agreed that the topic paper produced by Harriet was an excellent document. Place Studio suggested that the document could be used as an 'evidence' document in its current format which can be referenced in the NP. The topic paper could be published as a stand-alone 'guidance' document at a later stage.

7. Update on Project Plan

Some of the tasks have taken longer than initially expected and this has impacted on the project plan schedule. Place Studio suggested that Regulation 14 Consultation could commence in August on the condition that a full strategic environmental assessment (SEA) is not required.

It was agreed by the SG that Regulation 14 Consultation should commence in mid-August, with the default date being no later than immediately after the August bank holiday.

8. Additional Policies

Place Studio confirmed that additional policies cannot be included in the NP as this may create a risk whereby Wiltshire Council will want to re-screen the policies. In order for the SG to be able to develop a community land trust for Warminster, it would need to be incorporated into the NP as a project. It was discussed that issues with shop frontages can be referenced in both the town centre and heritage design policies.

9. Heritage Asset Nominations

A topic meeting with the EHD group is to be held to look at the merits of the heritage asset nominations. The way forward with the nominations where the landowners have objections to the listing or they have not responded to the consultation are to be considered by the group.

**Action: Topic group meeting to be arranged to discuss responses form heritage asset nomination.**

10. Update on SEA/HRA

Wiltshire Council are still waiting for feedback on the habitats regulation assessment (HRA). Sophie Davies, NP Link Officer, has indicated that this will be received imminently. Once received, SEA screening can commence. This process is expected to take an estimated 5 weeks.

11. Update on AR Urbanism and Arc4 Report

It was reported that the AR Urbanism reports, Town Centre Master Plan (TCMP) and Design Guidance, are still to be signed off. The next TCMP meeting will be held on 5<sup>th</sup> June. It is hoped that both documents will be completed by the end of June.

12. AOB

Len Turner suggested that the site allocated on the WUE for a secondary school, which the education authority isn't interested in developing, could be developed as an additional provision of affordable housing as part of a community land trust.

**Action: Trevor Cherrett (Chair of Wiltshire Community Land Trust) to be invited to attend council meeting to discuss community land trust options. Len Turner to forward contact details.**

13. Next Meeting

Meeting to be scheduled for the end of June. It was agreed that the meeting should be held during the day.