

**Minutes of
Neighbourhood Plan Review – Steering Group Meeting**
Tuesday 30th August 2022
Warminster Civic Centre

1. Attendees:

Cllr Keeble (Cllr PK)
Harriet James (HJ)
Jon Ellis (JE)
Nick Pearne (NP)

Georgina Perry (GP) and Vaughan Thompson (VT) - Place Studio (PS)
Tom Dommett (TD) and Clare Collier (CC) – Warminster Town Council (WTC)

2. Apologies

Jeremy Stadward
Nick Parker
Tracy Clifford
Len Turner
Cllr Bill Parks

3. Declarations of Interest

- a. At the Environment, Heritage and Design Topic Group meeting, Stephen Bond declared an interest related to the Local Green Space (LGS) work. Stephen informed the Topic Group that he is directly related to the family who own the land at Folly Lane which is designated LGS.
- b. At the Getting Around Topic Group meeting Jon Ellis advised members that his residential property would be impacted by the West Urban Extension and associated routeway.

4. Updates from Topic Groups

4a. Housing and Communities – update given by GP as Chair for the group is still to be nominated.

In the first Topic Group Meeting, the group have focused on housing issues. Local housing needs are a priority. The group discussed how to strengthen

the evidence base and recommended WTC to apply for a housing needs assessment technical support package from Locality.

Action: PS to contact CC with details of the technical support application process.

JE questioned whether the group were looking to identify housing needs beyond the planned and approved West Urban Extension. GP confirmed the housing needs assessment will support the policy within the Neighbourhood Plan (NP) review on the requirements for housing development to meet the local need. The policy will affect developments that come forward once the reviewed NP is made and in place. Elements of the West Urban Extension that already have planning permission won't be influenced by the NP review.

The group have discussed identifying potential development sites, including options within the town centre such as housing development and regeneration. GP stated that the NP has the ability to assess sites included in the Wiltshire Strategic Housing and Economic Land Availability Assessment (SHELAA).

The community element of the topic area will be looking at recording, mapping and updating the evidence base of facilities in Warminster.

4b. Economy and Town Centre – update given by topic group Chair, Cllr Keeble.

The made Neighbourhood Plan (NP) doesn't currently incorporate the existing Town Centre Master Plan (TCMP), although this is seen as a robust document it is very aspirational and not up-to-date. It is also not sufficiently linked to the NP. The group felt that TCMP should be updated in parallel with the NP review.

PS have submitted their TCMP review proposal highlighting the different options that are available going forward (see attached for full details at document 1).

VT gave a brief overview of the options (please note the options discussed at the meeting slightly differ in order and content to those stated in the attached document).

Option 1 - Warminster Town Council to fund and re-appoint Allies and Morrison (who subsumed Urban Practitioners, the original consultants who produced the current Town Plan) to undertake the review of the Town Centre Plan. VT felt this route could possibly be a costly option.

Option 2 - Appoint another consultant to undertake TCMP review. VT thought the cost would be similar to option 1 but may lead to a lack of continuity. VT suggested this option should be ruled out.

Option 3 - Town Centre and Economy Working Group - Lead and Delivery. VT stated this would be a 'DIY' approach and could be supported by PS.

Option 4 - Locality master planning technical support package to be secured. AECOM (consultants) usually undertake Locality technical support work, but have conflict of interest in Warminster. VT has sounded out Urban Vision Enterprises UVE (consultancy used by WTC previously) to enquire whether they can undertake the review of the TCMP – initial feedback is positive. VT stated that the challenge would be to secure UVE services as part of Locality technical support package. This option would require less capital as Locality support is free of charge. PS would then be able to help link the TCMP review into the NP review.

VT suggested option 4 (above) would be the most cost efficient and effective option with UVE input and a 'light touch' co-ordination role from PS. VT thought the next best option would be for PS to extend their involvement with the working group to review TCMP and strengthen the NP. Third best option would be option 1 (above).

JE asked for clarification from PS to outline what best practice would look like in terms of objectives, scope of objectives and policies within NP review and TCMP documents. JE commented, if the working group are aware of best practice, the DIY option 3 (above) could be considered. Feedback from those present stated that there is less risk to the delivery of the review if supported by consultants.

Action: Steering Group agreed to recommend option 4 (above) to Full Council.

4c. Environment, Heritage and Design – update given by topic group Chair, Harriet James.

Four sub-groups have been formed: Key Views, LGS, Heritage and Design, with future meetings scheduled.

Action: new prospective members to be invited to the group. Contact details to be sent to CC.

Action: CC to send out future meeting dates for all monthly groups.

TD asked if there is a minimum size for a LGS. GP confirmed there isn't.

Action: Place Studio to send toolkit guidance notes ahead of the sub-group briefing meetings to participants.

Action: Parish Online mapping package to be subscribed to by WTC.

4d. Getting Around – Update given by topic group Chair, Jon Ellis.

A sub-group meeting has been scheduled for 15th September to assess the objectives and aims for 'Getting Around'. JE reiterated the need for

clarification on what does best practice looks like when developing good policies and objectives.

Action: GP confirmed that James Essery from Place Studio will send the full set of objectives that need to be reviewed by the group.

GP confirmed one of PS's main roles is to draft and update the policy wording. The working groups main input will be to look at the objectives and supporting text.

5. Neighbourhood Plan Project Plan

Place Studio have produced a draft project plan (see attached document 2).

Key points:

- Evidence gathering will take place from July to late November.
- 1st draft updated plan currently estimated for end of December.
- Regulation 14 is the first formal stage of public consultation, which will be carried out over a minimum 6 week period.
- Submission of reviewed NP to Wiltshire Council in April/May 2023.
- Additional consultation period before the Plan goes to examination and local referendum.
- Whole process may take longer if the working groups choose to go down the site assessment and site allocation route.
- Dates are subject to change. PS will update the project plan as and when needed.

Place Studio have also produced a detailed overview programme, the grey boxes highlight distinct tasks (see attached document 3). Activity sheets for each of the topic groups will be produced (see attached document 4 which is an example). Topic Groups will receive their own Activity Sheet).

Action: Place Studio to share activity sheets with Topic Groups before their monthly meetings with Topic Group Chairs and WTC.

6. Public Participation / Consultation overview

Feedback was given to the public in June, updating them on the information gathered from the initial public consultation. An overview of the review process was also provided in August. This included information about the launch workshop and the formation of the Steering and Topic Groups.

Public and stakeholder feedback is provided by:

- Press releases
- Direct mail to individuals who have requested NP review updates
- Facebook posts
- Updates on NP review website
- Coverage in WTC newsletters

Action: CC to produce Consultation Statement based on format supplied by PS.

Action: Further public updates to be produced to share progress on emerging evidence gathered.

7. Neighbourhood Plan Budget

- WTC have applied and received £10k grant from Locality for funding of NP review.
- Production of NP enables council to access additional Community Infrastructure Levy funding.
- Noted there are no current issues with the NP review budget.

8. Any Other Business

Action: Chair of Steering Group to be nominated at next meeting.

Action: Mapping package to be purchased by Warminster Town Council.

Action: NP review website to include overview of Neighbourhood Plan members.

Action: CC to invite members to share email details within the groups

9. Next Steering Group meeting time / date

Action: Dates of future meetings to be confirmed w/c 5th September