

**Minutes of
Neighbourhood Plan Review – Steering Group Meeting**
Tuesday 4th October 2022
Warminster Civic Centre

1. Attendees:

Cllr Keeble (Cllr PK), Cllr Parks (Cllr BP), Cllr Fraser (Cllr SF), Cllr Brett (Cllr BD), Harriet James (HJ), Jon Ellis (JE) Nick Parker (NP) Jeremy Stadward (JS), Tom Dommett (TD) – Warminster Town Council (WTC), John Fullard (JF), Nick Pearne (NP)

Online: Katie Lea (KL) and Vaughan Thompson (VT) - Place Studio (PS)
Len Turner, Cllr Chris Robbins (Cllr CR)

Apologies - None

2. Agreement of Note Taker

Tom Dommett agreed to be a note taker.

3. Declarations of Interest

Jon Ellis advised members that his residential property would be impacted by the West Urban Extension and associated routeway. The access roundabout for the WUE is right outside his front door. Jon currently has a planning application submitted against a SLHAA site (PL/2021/10503) for a small development on their field.

4. Approval of Minutes from Last Meeting

The minutes of the meeting of were approved.

5. Election of Chair

Cllr Fraser was elected Chair of the Steering Group.

6. Updates from Topic Groups

6a. Housing and Communities – update given by topic group Chair Cllr Allensby.

Cllr Allensby has completed a map of community facilities in Warminster. It might be a bit small.

6b. Economy and Town Centre – update given by topic group Chair, Cllr Keeble.

Full Council accepted the recommendation to apply for Locality master planning technical support package. This has been applied for and a meeting with Locality is due on 7th October to move this forward.

6c. Environment, Heritage and Design – update given by topic group Chair, Harriet James.

Local Green Space list is progressing well. The sub groups (Key Views, LGS, Heritage and Design), with 6-8 people in each with evidence being collected and with future meetings scheduled. The topic group have drafted objectives and will be honing them on 13th October. Work still to start on Green Infrastructure and Biodiversity. Stephen Bond and Cllr Syme have both resigned from the Local Green Space sub group to avoid a conflict of interest.

6d. Getting Around – Update given by topic group Chair, Jon Ellis. The topic group has focused on objectives, which have been run past Place Studio and a meeting is being held on 24th October to hone these down to 4-6 objectives. Is speaking to Wiltshire Council (Kingsley) to make sure Warminster and Wiltshire objectives align.

7. Public Participation / Consultation overview

The consultation and engagement strategy was considered. Apart from the 'standard' use of press, social media, websites it was agreed that outreach was vital – e.g., stall in places people gather – such as Three Horseshoes Walk, Waitrose, Morrisons etc. Posters in shops and short online videos can boost engagement. Engagement can be both broad and in depth on issues and responses measured by quality and quantity.

Although the Wiltshire Local Plan is out of date and the review may not be published until 2nd quarter of 2023, the advice from Place Studio is keep calm and carry on consulting and building up policies and evidence with the community. If the two conflict, then this can be tackled as it arises. Draft NP proposals will keep Wiltshire Council informed of the NP intentions.

The biggest cause of conflict between NP and Local Plan is usually site allocation – which doesn't really apply to Warminster.

The Steering Group should be able to do the Regulation 14 consultation within 6 months of now i.e. by March 2023

Key point to get across – What is the point of the Neighbourhood Plan – What's in it for the typical resident? e.g., financial benefit from CIL, green design codes, local footpaths and cycle ways, protecting heritage and environment, etc.

Action: Steering Group / Town Council officers to identify locations and where relevant, dates for outreach opportunities. Also need to build detail into the consultation/ public participation strategy – specifics of what / where / how.

Brownfield sites always top of development hierarchy, opportunity for NP to identify some sites especially in the town centre. The NP doesn't have to allocate sites but can set principles.

8. Neighbourhood Plan Project Plan

The Housing Needs Assessment would take 2-3 months. It will show what type of housing is most needed in terms of affordability, number of bedrooms, etc

WC liaison officer to be invited to Steering Group. (currently awaiting appointment, KL to chase).

There was discussion about how much 'cut and paste' could be done from other NP.

Action: Place Studio to share NP template.

9. Any Other Business

None

10. Next Steering Group meeting time / date

Tuesday 8th November, 6pm

Additional Note: After the Steering Group Meeting, it was confirmed a link officer (Sophie Davies) has been allocated to the Warminster NP. KL and TD to meet with Sophie Davies and Michael Kilmister (Neighbourhood Planning Manager) on Monday 17th October.