

*Delivering a brighter, greener future for all*

**Minutes of**  
**Neighbourhood Plan Review – Steering Group Meeting**  
Tuesday 8<sup>th</sup> November 2022  
Warminster Civic Centre

**1. Attendees:**

Cllr Keeble (Cllr PK), Cllr Parks (Cllr BP), Cllr Fraser (Cllr SF), Cllr Brett (Cllr DB), Harriet James (HJ), Jon Ellis (JE) Tom Dommatt (TD) – Warminster Town Council (WTC), Nick Parker(JF), Nick Pearne (NP) Cllr Chris Robbins (Cllr CR)

**Online:** Vaughan Thompson (VT) - Place Studio (PS) Georgina Perry – Place Studio (GP) Len Turner (LT)

**Apologies** – Jeremy Stadward

**2. Agreement of Note Taker**

Tom Dommatt 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 last meeting of were approved.

**5. Updates from Topic Groups**

**5a. Housing and Communities** – update given by Topic Group Chair - Cllr Allensby and Georgina Perry.

There are two main streams of evidence. The Housing Needs Assessment – the application to Locality has been approved. WTC should hear which consultants have been appointed within a week. The community facilities list has been completed. The Topic Group now need to map the individual sites.

**5b. Economy and Town Centre** – update given by Topic Group Chair - Cllr Keeble.

The Topic Group have updated the objectives and now have a toolkit for the evidence gathering stage, which is hoped to start very soon. (Dates are being booked). The Topic Group has a lot of evidence thanks to information provided by Len Turner and others. There has also been an application to Locality for support for the Town Centre Master Planning. Further information was requested by Locality regarding the application for master planning and this has been sent.

**5c. Environment, Heritage and Design** – update given by Topic Group Chair - Harriet James.

The Topic Group have updated the objectives. Evidence gathering is being carried out on three streams - Key Views, Local Green Space (LGS) and Heritage Assets.

Publicity had been put out to invite people to nominate Heritage Assets. Place Studio coming to Warminster on 24<sup>th</sup> November to undertake site visit for some of the LGS. Applied for Design Code technical support grant, should hear within a week.

**5d. Getting Around** – Update given by Topic Group Chair - Jon Ellis. The Group have agreed four objectives and the overview. Started working on policy ideas and core evidence gathering. Map of key routes in town to be produced.

The question was raised as to why the previous Town Center Master Plan was not reflected in the existing Neighbourhood Plan? This was partly due to it being a new process and some poor advice. The previous Town (Centre Master) Plan was undermined as a large part was based on Wiltshire Council Plans/funding for Campus which was withdrawn and shelved.

## **6. Neighborhood Plan Draft Template**

Place Studio have produced draft template. This is a first and early draft, largely setting out structure. Some elements are more progressed than others. Place Studio have drawn from the existing Neighborhood Plan and review progress to date. It includes Heritage Policy as a draft based on work of the Topic Group. The document is colour coded to indicate who is responsible for drafting each section. Draft text can be dropped in as work progresses. Place Studio have included prompts and guidance to help shape work where the Steering or Topic Groups are responsible for drafting. Document includes draft vision and objectives – have reduced some repetition but all content from Topic Groups there. These will be reviewed as work progresses.

The policy text and associated explanatory text will be drafted by Place Studio but will be informed by detail from Topic Group's evidence gathering and other work.

In terms of working on it going forward – it is suggested that the Steering Group identify a chief editor to draw everything together.

The questions were asked, Who is doing quality control to ensure no wording or policy goes off piste?. The answer is both the Steering Group

and Place Studio. Who has the ultimate say on wording? Place Studio advise the Steering Group should decide, but the draft will need the approval of the Town Council to go to public consultation.

It was agreed that unhighlighted text means it has been signed off. A request was made for Topic Groups updates at Steering Group meetings to cover issues and interesting points encountered not just achievements.

Public consultation will need a two page executive summary. With plain English and bite size twitter length points. Place Studio will send an example from a Neighbourhood Plan elsewhere.

## **7. Public Participation / Consultation overview**

Town Council Officers had identified locations for stall and displays. They would be contacting owners for permissions. Extendable banners, table etc. will be ordered.

It was thought best to vary the time and locations of stalls to get a cross-section of responses. It was suggested posters could have a QR code to link to the Neighbourhood Plan website.

Place Studio to provide examples of Neighbourhood Plan summary sheets.

January/February best time to engage, to check work and engagement done. It was suggested that there could be a free comment section on the Neighbourhood Plan website.

Simple opportunities for large number to give feedback – e.g. do you agree with objectives? If not, what would you put instead? Objectives – which is highest priority?

Online engagement. Use local media and roadshow/drop-in event in town centre.

## **8. Site Allocation Proposal**

Wiltshire Council Liaison Officer suggested the Steering Group should consider site allocation as part of the Neighborhood Plan Review. This would involve having a call for sites, including small sites that Wiltshire Council haven't considered in the SHELAA. Currently it is expected that the extra allocation for Warminster in the new Local Plan will be for 60 houses. Site allocation would mean the Town Council could allocate where that goes and could also try to get previously developed sites allocated.

Place Studio advised, if started the site allocation process would likely take 10 months to get to draft site allocations for inclusion in the Neighbourhood Plan. It could also trigger the need for environmental assessment.

Allocation of a site in a Neighbourhood Plan can only be undertaken if the land is made available by the landowner. Len Turner commented that the 60 houses wasn't a big issue – it is other needs i.e. is there land to meet other needs? e.g. sports pitches. It was unrealistic to expect landowners to come forward with proposals for recreation when they could profit far

more from residential development. One can't do anything in the Neighbourhood Plan that conflicts with Wiltshire Council Local Plan policy, one can't put negatives in a plan – only positives.

It was clear there would be lots of work and costs involved if the Steering Group decide to go down the route of allocate housing sites. The Town Council could apply for additional technical support from Locality to undertake site assessment.

Vaughan Thompson recommended the Steering Group revisit site allocation process once the evidence collection was complete i.e. February 2023. Vaughan Thompson noted site allocation can be addressed in other ways - Town Council can/will make representation to Wiltshire Council on the draft Wiltshire Local Plan.

It was agreed we needed to allocate two hours for Steering Group meetings.

## **9. Neighbourhood Plan Project Plan**

Georgina Perry went through the timescales and the updated overall Project Plan. Georgian Perry will send an updated project plan after this meeting. The desktop evidence collection work should be completed before Christmas. Evidence gathering consultation will take place in January and February to check the body of evidence gathered and supplement desktop work where needed. The rest of the schedule is therefore shunted back a couple of months. The Reg 14 consultation should take place during April/May, followed by reviewing comments from the public and statutory consultees. The draft will then be reviewed/amended to take account of the comments made. The amended Plan will then be submitted to Wiltshire Council, who then lead the process (to include Regulation 16 consultation, examination and probably referendum).

Cllr Keeble would like more details of individual Topic Group tasks. Each Topic Group has got a schedule of tasks. PS can provide that. Desktop evidence gathering work is scheduled to finish by Christmas.

The question was raised – will Wiltshire Publish its Local Plan in Summer 2023? Vaughan Thompson thought we should be cautious in assuming that.

It was agreed to invite Sophie Davies, Senior Planning Officer, Economic Development & Planning, Wiltshire Council and interim NP Liaison Officer for Warminster along to the next meeting.

## **10. Any Other Business**

None.

## **11. Next Steering Group Meeting**

Thursday 15<sup>th</sup> December 6pm – 8pm.

Meeting Closed 19.37