

Warminster Neighbourhood Plan

Approved Minutes
Steering Group Meeting - 28th June 2023
Warminster Civic Centre, 2pm (hybrid meeting)

1. Attendance:

In person – Cllr Brett, Jon Ellis, Tom Dommett and Clare Collier

Online – Len Turner, Cllr Keeble, Harriet James, Jeremy Stadward, Vaughan Thompson (Place Studio)

Apologies – Nick Parker, Cllr Fraser

2. Declarations of interest

None raised.

3. Approval of minutes from last meeting

The minutes were approved.

4. Neighbourhood plan working draft

- update on content
- topic group feedback on key findings from public consultation

Jon Ellis has uploaded the latest version of the Warminster Neighbourhood Plan (WNP) working draft version 7 to the SharePoint. Sections 1 – 4 and all comments from the previous meeting have been included. Jon suggested that the format for section 5 (policies section) should be:

- Each section should have a 1 page introduction summarising the section and core findings from the survey and anything specific to Warminster
- Each policy should have a ½ page (simple English) summary of what the policy is trying to achieve and reference to any evidence supporting it
- The policy wording in a separate box
- Any detailed data/information should be included in an appendix and be referenced.

The WNP has 29 policies – to keep the document succinct it is essential that the content is focused specific to Warminster and doesn't replicate the Wiltshire Council (WC) Local Plan. Vaughan Thompson supported this approach. Vaughan reported that the Wiltshire Council policy framework for the Local Plan (LP) will be published for cabinet on Tuesday 4th July. Although the draft WNP needs to reference the current LP, the draft WNP should not conflict with the draft LP. It was confirmed that Sophie Davies (WC NP Link Officer) was happy to meet with the Steering Group to discuss the proposed LP. The town council and WNP Steering Group will have the opportunity to comment on the document.

Action: Meeting to be arranged in mid-July with Sophie Davies to discuss potential implications of LP on draft WNP. Place Studio to be invited to attend the meeting.

It was agreed that Place Studio would start to draft the policy backgrounds for each topic area using the suggested format and stage gates would be needed. It was confirmed that Jon will be editing the whole draft WNP. Jeremy Stadward volunteered to head-up the Housing and Communities Topic Group as Cllr Allensby has stepped back from the role of Chair. Len Turner agreed to assist Jeremy Stadward with the writing of copy.

Action: Place Studio to share initial draft policy background with Steering Group by 7th July. Individual Topic Group meetings with Place Studio to check progress with content to be arranged week commencing 10th July.

Action: Findings from the Housing and Communities survey to be shared with Place Studio.

Vaughan asked whether any of the policies needed to be tweaked to reflect the feedback obtained from the informal consultation.

- Jon commented that the people who provided anecdotal comments at 'pop-up' stands were circa. 50%, however the respondees of the online survey were predominately local to Warminster.
- Feedback from the Housing and Community topic area suggested that wording could be changed to make clear facilities should be provided for all not just the young.

5. Potential local green space designation recommendation

See attached sheet detailing recommendations which were agreed by the Steering Group. It was recommended by Place Studio that no further sites should be considered for LGS designation, this was agreed by the Steering Group.

6. Heritage asset nominations update

A meeting with the Environment, Heritage and Design Topic Group (EHDTG) and Place Studio was held to discuss the way forward with the heritage asset nominations (HA). The Group agreed that Henford Marsh (private nature reserve) should be removed from the list as it is protected as a Site of Special Scientific Interest. As part of the informal consultation the WC Highways Officer suggested that Smallbrook Lane (formerly Goose Lane) and the lane from the Mill at Henford to Eastly Farm should be designated, this was agreed by the Group. A potential new HA had put forward for consideration – the walls along Boreham Road. Vaughan Thompson recommended that at this late stage no new HAs should be considered. The HA list can be altered periodically without having an impact on the WNP but for the time being a line needs to be drawn under this process. The Steering Group endorsed this suggestion.

Action: Tom Domett to contact Nick Parker to confirm that the Walls along Boreham Road will not be put forward at this stage as a potential HA nomination.

At the July 2023 Steering Group meeting this was amended to read

Action: Tom Domett to contact Nick Parker to confirm that apart from the two sections identified by Mike Heaton, the walls along Boreham Road will not be put forward at this stage as a potential HA nomination.

7. Link officer update

- **SEA/HRA screening**
No further update received from WC.
- **Local Plan**
Discussed in agenda item 4.
- **Regulation 14**
Tom and Clare are having a briefing meeting with Sophie Davies and Michael Kilminster (WC Neighbourhood Planning Manager) on Thursday 26th June to discuss Regulation 14 Consultation process.

8. Town Centre Master Plan/ Design Guidance update

AR Urbanism have provided another draft of the TCMP. Feedback submitted by Harriet and Jon will be sifted and forwarded to the consultants. Vaughan confirmed that both of these documents need to be signed off before Regulation 14. Details/information in the TCMP may need to be referenced in the WNP.

Vaughan confirmed that the TCMP is an evidence-based document and not used to resolve problems but raises possibilities and issues, this needs to be highlighted in the foreword of TCMP and linked in with the WNP.

9. **Update on WNP project plan (including outstanding actions)**

Vaughan confirmed that policy background content would need to be completed during July with the Steering Group signing off the final draft version at the end of the month. During August desktop publishing and preparations for the formal consultation would be undertaken. Vaughan thought the outcome of the SEA/HRA screening and LP could impact upon the Regulation 14 timescale. He also reported that future Locality funding was still to be approved by the Government. This will have an impact on the outstanding £8k grant needed by WTC to complete the WNP process - Place Studio have also been impacted. As a result, Place Studio are no longer able to offer an in-house desktop publishing service, they can recommend another company to carry out the work. The Steering Group were happy with this option.

Action: Place Studio to engage with their contact to forward proposals and costings to carry out desktop publishing work.

10. **AOB**

- Cllr Keeble suggested that the community should be provided with an update on the key findings from the informal consultation. They can also be informed about the LP and reminded about the forthcoming Regulation 14 consultation. The Steering Group agreed with this.

Action: Steering Group to discuss and confirm key points from survey data immediately following meeting with Sophie Davies (mid-July).

- Jon reported he had attended the recent Kingdown public consultation meeting. They will be providing space for an additional 300 pupils. There will be a further 100 bike parking spaces, a new electricity sub-station and an extra 7 EV charging points. Kingdown have confirmed that VFA Consulting will be conducting a travel plan. The building will be 100% carbon neutral. Jon felt that the new facility didn't take into consideration the needs of the west urban extension.
- Tom raised the issue of air quality (AQ) monitoring. Further information needed from Westbury Town Council on how they are monitoring AQ. Harriet reported that WC have provided some local statistics. Market Place/Station Road junction was over the limit in 2010 however WC then stopped monitoring the AQ in this area.
- ***Action: Place Studio to incorporate AQ monitoring as a potential community project into the WNP, like Community Land Trust.***

11. **Date of next meeting**

End of July – date to be confirmed.

Environment, Heritage and Design Topic Group Potential Local Green Spaces (LGS) Designation

Number	Potential LGS	Status
1	Barley Close Green Space	The community consultation did not demonstrate clearly that this space is considered to be 'demonstrably special'. It should also be noted that this space also has protection as it is a registered village green. It is recommended that this space is not progressed as a LGS beyond this informal community consultation.
2	Lake Pleasure Grounds & Smallbrook Nature Reserve	Retained as draft LGS for Reg 14 consultation
3	Fore Street Recreation Ground, Play Area and Woodland	Retained as draft LGS for Reg 14 consultation.
4	Warminster Common	Retained as draft LGS for Reg 14 consultation. Changes to boundary to be made as area part owned by National Highways.
5	Portway Field	Retained as draft LGS for Reg 14 consultation.
6	Portway Pond and Wild Area	Retained as draft LGS for Reg 14 consultation. Landownership still being investigated.
7	Sambourne Field	Retained as draft LGS for Reg 14 consultation. Some detailed changes on area mapping needed.
8	Grovelands	Retained as draft LGS for Reg 14 consultation. Some detailed changes on area mapping needed.
9	Woods North of Damask Way	Retained as draft LGS for Reg 14 consultation. Awaiting response by landowner.
10	Ashley Coombe Green Space	Retained as draft LGS for Reg 14 consultation.
11	Copheap	Part owned by MOD – waiting for response. Site visit conducted by Harriet James and Tom Domett, suggested boundary matches the County Wildlife Site which is defined by the edge of the woodland. This is a clear boundary which can be seen on the ground. The wooded path which leads up from Copheap Lane to be added.
12	Land inside loop of Were River around St. Denys Church	Possible adjustment to the boundary / consideration of site again bearing in mind that this site is potential development site as taken forward under the regulation 18 consultation of the Wiltshire Local Plan review. Len Turner/ Tom Domett / Harriet James conducted site visit. Agreed that it would not be possible to develop it without an adverse impact on the features which make it fit the LGS criteria. The access road would have a particularly severe impact on Dorothy Walk which carries the public footpath across the land. Agreed to keep it as a proposed LGS.
13	Bradley Road Community Garden	Retained as draft LGS for Reg 14 consultation.
14	Warminster Community Orchard	Retained as draft LGS for Reg 14 consultation. Landownership enquiries still open.

Current Designated Local Green Space

15	Folly Lane	Based on consultation responses, it is proposed to retain the designation through to Regulation 14.
----	------------	---

Additional Spaces

All additional spaces suggested during informal consultation were reviewed and none were considered suitable. Proposed spaces included Home Farm Land, Cold Harbour, Damask Way, Woodcock Road Sports Field, Carson's Yard.