

*Delivering a brighter, greener future for all*

**Minutes of  
Neighbourhood Plan Review – Steering Group Meeting**  
Thursday 19<sup>th</sup> January 2023  
Warminster Civic Centre

**1. Attendees:**

**In Person:** Cllr Fraser – Chair (SF), Cllr Keeble (PK), Cllr Allensby (SA), Jon Ellis (JE), Jeremy Stadward (JS), Tom Dommett (TD) & Clare Collier (CC) – Warminster Town Council (WTC)

**Online:** Vaughan Thompson (VT) & Georgina Perry (GP) – Place Studio, Harriet James (HJ), Nick Parker (NPk)

**Apologies** – Nick Pearne, Cllr Brett

**2. Agreement of Minute Taker**

Clare Collier agreed to be minute taker.

**3. Declarations of Interest**

None raised.

**4. Approval of Minutes from Last Meeting**

The minutes of the last meeting of were approved.

**5. Neighbourhood Plan (NP) Working Draft – update**

The NP working draft version 2 is being updated by the Steering Group. Place Studio initially requested that all feedback/comments on the NP working draft are to be uploaded to SharePoint by Monday 23<sup>rd</sup> January 2023. – subsequently this deadline was revised to 30<sup>th</sup> January and agreed to by the Group. Based on these comments, Place Studio will produce a draft third version. Place Studio will focus upon the policies but they will also look at the vision and objectives to ensure all content is aligned across the NP.

**Action: Steering Group comments/feedback on version 2 of NP to be submitted by 30<sup>th</sup> January 2023 via the SharePoint.**

**Action: Place Studio to produce third version of NP working draft by 15<sup>th</sup> February 2023.**

Place Studio confirmed a draft fourth version will be produced which will incorporate information gathered from the ongoing evidence gathering exercises.

JE, as editor of the NP, requested future guidance from Place Studio on the terminology and language used within the NP to ensure the content is concise and can be understood by all.

## 6. Communication and Consultation Plan – update

Place Studio have recommended a two-phase communication launch to the community. Stage One:- This is to include a general overview of Neighbourhood Plans, an update on the work carried so far on the Warminster NP and inform the community of the forthcoming public consultation. Stage One will be delivered during the weeks commencing 23<sup>rd</sup> and 30<sup>th</sup> January.

Stage Two:- The second stage will focus on promoting the dates of the public consultation, which will be carried out over a specified 6 week period. (Dates to be finalised once survey content and method of delivery confirmed.) This stage will also inform the community on how to get involved and provide their feedback and additional evidence on the draft NP via the surveys. Communication methods will include social media posts, press releases, posters, flyers, direct mail, etc. The NP website will be used as a platform to host the online surveys.

TD suggested that the Steering Group members write into the 'letters page' of The Warminster Journal promoting the Neighbourhood Plan to maximise potential press coverage,

Group members suggested that local groups who produce their own newsletters could be contacted to inform them of the public consultation, so they can disseminate this information further.

**Action: Steering Group members to forward contact details of local groups to CC so they can be directly informed about the NP public consultation.**

NPk suggested that the Steering Group should arrange a meeting to ensure all group members are fully briefed about the NP and that there is an agreed common approach and 'lines to take'.

JS has been in contact with Warminster School to arrange for the students to be involved with assisting with the survey work. JS willing to contact Kingdown School to invite them to be involved. Matter to be discussed in further detail at the survey working meeting session.

GP reported that the NP website is still 'live' and it will be used as the portal for the online consultation. The site has been updated regularly as and when additional information has become available. GP advised the Steering Group that the summary survey needs to be brief and concise so that people with limited time can easily complete the survey. GP suggested the Steering Group should consider the following approach:

- 1) -Summary survey - to include the main vision for Warminster and the overarching objectives.
- 2) Detailed topic surveys – to give people the option to answer further detailed questions on the vision and objectives for specific topics.

JE expressed that he felt the website for the Warminster Neighbourhood Plan was of poor quality and uninspiring. GP stated the site had been built based on the available budget/resources.

GP suggested that if the Steering Group felt a new / alternative website was necessary, there are other consultation portal / website products available, such as Commonplace that the group may wish to consider. These products have a cost implication.

**Action: Place Studio to confirm the amount of funding that has been allocated to develop/maintain the NP website.**

## **7. Evidence Gathering – update**

a) AR Urbanism have been appointed by Locality to update the Town Centre Master Plan (TCMP) and produce a 'Design Code and Guidance' (DCG) document. They will be carrying out a site visit to Warminster on 23<sup>rd</sup> and 24<sup>th</sup> January 2023. A meeting has been arranged for Steering Group members to chat with the consultants on 24<sup>th</sup> January. After the meeting AR Urbanism have asked members to join them for a walk around the town. VT confirmed that the TCMP and DCG provide key evidence for the respective policies.

**Action: Steering Group to email CC by the morning of 23<sup>rd</sup> January with suggested areas that the consultants should visit during their site inspection.**

b) Arc4 have been appointed to carry out the Housing Needs Assessment. An initial meeting has been held with Arc4 and the Steering Group.

## **8. Strategic Environmental Assessment / Habitat Regulations Assessment Screening (SEAHRA) – update**

As discussed at the last Steering Group meeting, Place Studio has contacted Wiltshire Council (WC) regarding the screening process for Warminster. WC has confirmed the screening will take 2-3 months. They are willing to commence the screening process based on the current draft policies, however they need the Steering Group to confirm whether the NP will be allocating specific sites for development before they proceed. If sites are to be allocated this is likely to trigger a full screening assessment which will lengthen the process and consequently impact upon when Regulation 14 Consultation can commence.

VT highlighted the options open to the Steering Group and a discussion followed regarding the merits and disadvantages of carrying out a housing allocation.

VT confirmed that concerns regarding flooding are strategic matters and are the responsibility of WC and the Local Plan process. The number and location of additional houses is also the responsibility of WC, although WTC does have the opportunity to make representation to WC about such matters through the various phases of consultation.

The Steering Group decided to vote on whether a housing allocation should be included in the NP. A vote was taken, and the majority vote was in favour of not carrying out a housing allocation.

**Action: Place Studio to instruct WC to proceed with the SEA/HRA assessment based on the current draft policies once the policies have been reviewed by the Steering Group.**

A conversation followed about the possibility of allocating brownfield sites within the town centre for 60 allocated houses. VT advised that the Steering Group could discuss the issue with AR Urbanism. He stated that the sites wouldn't need to be formally allocated but highlighted as re-generation opportunity sites.

JE asked when the policies need to be reviewed by the Steering Group. After a discussion, regarding the draft policies, it was confirmed that the previously agreed deadline will be extended to 30<sup>th</sup> January 2023.

**Action: JE and NPk to further review draft policies and resultant comments to be submitted to Place Studio by 30<sup>th</sup> January 2023.**

#### **9. Neighbourhood Plan Project Plan (including outstanding actions)**

Place Studio talked through the project plan schedule (copy attached). Place Studio are anticipating that Regulation 14 Consultation could be carried out in early summer (possibly June), ideally before the start of the summer holidays. A 6-week period will need to be allocated to undertake this consultation.

VT stated that it isn't essential for the draft TCMP and DCG to be completed in time for Regulation 14 Consultation but it would be ideal and desirable. It was questioned how the content of these documents could be referenced in the NP if they haven't been completed in time for Regulation 14 Consultation. If the documents weren't drafted ahead of Regulation 14, the draft NDP policies would refer only to the future documents. If the TCMP and DCG were drafted in time for Regulation 14, the draft policy framework could be much more locally detailed and robust.

PK stressed that the reason for carrying out the review of the Town Centre Master Plan was so that it could be fully incorporated into the NP.

There is the option that Regulation 14 consultation could be held once the TCMP and DCG documents are drafted.

#### **10. AOB**

No issues raised.

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

Thursday 15<sup>th</sup> February 2023, 6pm - hybrid

**Meeting closed at 7.30pm, working meeting followed to discuss the survey question sets.**