

**Minutes of  
Neighbourhood Plan Review – Steering Group Meeting**  
Wednesday 15<sup>th</sup> February 2023 (6pm)  
Warminster Civic Centre

**1. Attendees:**

**In Person:** Jon Ellis (JE), Harriet James (HJ), Clare Collier (CC) – Warminster Town Council (WTC)

**Online:** Georgina Perry (GP) – Place Studio, Len Turner (LT), Nick Parker (NPk), Nick Pearne (NPn), Tom Dommett (TD) – Warminster Town Council

**Apologies** – Cllr Keeble, Cllr Brett, Cllr Parks, Jeremy Stadward

**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 were approved.

**5. Election of New Chair**

Cllr Fraser has resigned as Chair due to pressure of work. Cllr Keeble was voted in as the Chair of the Steering Group.

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

**a. Draft policies to be approved**

GP reported the NP policies have been reviewed and refined. A 'slimmed down' version has been produced for the Strategic Environmental Assessment / Habitat Regulations Assessment Screening (SEA/HRA) process (distributed to the Steering Group on 10/2/23). GP confirmed that the policies were still in draft format and evidence gathered from the forthcoming public consultation will need to be incorporated once collected. JE and GP have gone through the policies in detail. JE felt there was nothing contentious in the draft policies although they may need to be slightly tweaked going forward. They can now be forwarded to Wiltshire Council (WC) for SEA/HRA screening to commence, which is estimated to take 2-3 months.

NPk was concerned about the structure of the document produced for screening. It was agreed that the draft WNP still needs additional details to be added however the 'slimmed down' version which has been produced for screening purposes is sufficient.

HJ asked whether carbon emissions are included as part of the environment screening. GP confirmed that WC use a framework to see if the policies have an impact on the environment.

HJ was concerned that the WNP doesn't cover carbon emission from 2030-2038. GP suggested this should be looked at in more detail. JE suggested that if WC doesn't have a plan beyond 2038 a statement could be included in the WNP whereby it aligns to the Government proposal to be net zero by 2050. GP suggested that Wiltshire Council may be able to provide some general feedback on the draft alongside the SEA/HRA screening process.

**Action: Plan for Carbon emissions from 2030-2038 to be considered by Place Studio/Steering Group.**

The Group approved the document to be submitted for SEA/HRA screening.

**Action: Place Studio to submit draft policies document to WC for SEA/HRA screening.**

#### **b. Outstanding draft WNP content**

Introductory text for the topic group sections, which will include the local detail for Warminster, need to be included in the WNP. It was agreed that the Topic Group leads are to submit copy for their section. Place Studio & JE have included some prompts in the draft WNP to help structure this section of the Plan.

**Action: Topic group leads to submit introductory copy by 1 March 2023. Content to be reviewed by JE & NPk in conjunction with Topic Group leads by 14 March 2023.**

### **7. Communication and Consultation Plan**

Topic Group leads to confirm that they are happy with the vision(s) for their topic to be used in the summary survey. HJ confirmed the Environment vision was correct.

The proposed topic group surveys had been submitted ahead of the meeting. HJ had given her feedback on the Environment survey. TD confirmed that these surveys needed to be signed off in order that we can proceed with setting-up the questionnaires on the survey software (SmartSurvey). The recently updated objectives are to be used in the summary survey. JE thought the individual surveys still need some additional amendments to be made.

**Action: CC to proceed with entering questions on survey software. JE to give final sign-off on content. Preview of final surveys to be tested by Topic Group leads.**

Survey overview was approved. Final details to confirmed once the surveys have been created on SmartSurvey.

### **8. Evidence Gathering – update**

HJ reported that she is currently producing a tree map of ancient, veteran and notable trees inline with the Woodland Trust map/criteria.

Arc4 have produced the headline findings for the Housing Needs Assessment.

**Action: CC to distribute HNA report to Steering Group and to arrange online meeting on Thursday 23<sup>rd</sup> February for the Group to discuss the findings with Arc4.**

### **9. Strategic Environmental Assessment / Habitat Regulations Assessment Screening (SEA/HRA).**

Matter discussed in agenda item 6 - Neighbourhood Plan (NP) Working Draft – update.

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

All outstanding matters were covered in previous agenda items.

The secondary schools will be contacted once the survey content has been finalised and set-up on the software. JE confirmed Warminster School can conduct face to face surveying with the public. Kingdown School will be able to share the surveys with parents and sixth form pupils.

CC expects the public consultation will take place in early March.

## **11. AOB**

JE and GP will update the draft WNP within next week, creating a new draft version.

TD reported that GP has a new job. Jo-Anne Garrick, a chartered town planner, will be joining the Place Studio team to assist with the WNP review, particularly on planning policy work. The Group congratulated GP on her new post and thanked her for all her work. Katie Lea and Vaughan Thompson will be the main point of contact.

JE has requested a meeting with Wiltshire Council's Strategic Parking Officer to discuss key issues - still waiting for a response.

***Action: TD to raise lack of response with Wiltshire Councillors to try and the push matter forward.***

GP informed the Group that Wiltshire Council have confirmed that their Local Plan review has been extended from 2036 to 2038. Place Studio suggested that the WNP should align with this time period, this extension won't have much impact on the WNP.

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

Tuesday 14<sup>th</sup> March 2023, 6pm - hybrid