

Steering Group

Minutes of meeting on 10 December 2019

Members Present: John Farquhar (JF), David Wilson (DW), John Lindley (JH), Kate O'Connor (KO), Nicola Lipscombe (NL), Atiqul Hoque (AH), Louis Hodgkinson (LH), and Jamie Hobson (JH).

In attendance: Andrea Pellegram (AP), Annie Child (AC), Yaroslav Pustarnakov (YP).

Salisbury District Alliance members: Ms Jill Cheatle and Mr Andrew Hemming.

Record of Decisions

1. Absentees:

1.1. Mark Stevens, Cllr Derek Brown, Cllr Amanda Foster, Peter Dunbar, and Cllr Tom Corbin were absent.

2. Declarations of interest:

2.1. There were no declarations of interest.

3. Minutes of the previous meeting:

3.1. The minutes of the previous meeting held on 12 Nov 2019 were approved.

4. Chairman's and Group announcements:

4.1. The Chairman informed the Group that representatives from the Wiltshire Council (WC), unfortunately, cancelled the meeting regarding Statement of Common Ground between SNDP and WC due to unforeseen circumstances. The meeting was rescheduled to January 2020.

4.2. AP referred back to her emails as she reminded the Group about requesting additional support from WC with the SNDP process. AP added that WC is yet to provide all items on the list. But, she is confident that the Chairman and her can address these topics at the next meeting with WC in January 2020.

Action: AP will write a draft letter that AC could use to send to Wiltshire Council about establishing a Transport Working Party.

5. Steering Group Accountabilities and Evidence Gathering

5.1. The Steering Group reviewed and agreed the table of accountabilities, outputs and engagement, which can be viewed below:

Topic	Steering Group Leads	Partners	Outputs	Engagement method
Climate Change	Tom Corbin Louis Hodgkinson	Centre for Sustainable Energy Extinction Rebellion Deliberative Democracy Wiltshire Council	Sustainability policies for entire NDP Sustainable Energy Strategy	CSE workshop by invitation
Transport and Movement	David Wilson	Wiltshire Council Highways Authority BID Chamber of Commerce Walking and Cycling Groups	Walking and cycling strategy Pedestrian Zone	Working Group Targeted meetings with stakeholders Possible involvement of walking and cycling groups
Natural Environment	Nicola Lipscombe	Salisbury Area Greenspace Partnership Natural England Civic Society Neighbouring Parish Councils Environment Agency	TO BE CONFIRMED	TO BE CONFIRMED
Design	Peter Dunbar	Civic Society Salisbury Conservation Area Panel	Design Guide Shopfront and Advertising Guide Conservation Area Appraisal and Management Plan	Civic society working group SCAP working group
Housing	Kate O'Connor (Mark Stevens – viability and infrastructure)	Wiltshire Council housing department Homes of Our Own Social Landlords AECOM	Housing needs and mix report Housing infrastructure and master-planning requirements Site specific requirements	Targeted meetings

			Approach to windfall	
Employment	Jamie Hobson (communications and engagement) Mark Stevens (viability and infrastructure) Amanda Foster J Lindley	Swindon and Wiltshire Local Enterprise Partnership BID Chamber of Commerce Wiltshire Council Economic development	Safeguarding existing employment land Spatial employment strategy Neighbourhood development orders	Consultation events with business community Targeted meetings and communications Electronic survey of businesses and customers
Final Tasks	All		Key Diagram Monitoring Framework Infrastructure Priorities Community Aspirations	none

6. Approach to working parties:

- 6.1. SG reviewed an Approach to Working Parties document which discusses a range of topics, including: i) how evidence is gathered in such a manner as to demonstrate that proper consultation was undertaken for each policy priority; ii) a sample application form that could be given to members of the community who are interested in joining the SNDP process; and, iii) engagement considerations for six main policy topics: climate change, natural environment, design, housing, employment, and transport and movement.

7. Evidence outlines:

- 7.1. SG discussed evidence gathering methods for each policy topics, including:

Climate Change will include a workshop with the Centre for Sustainable Energy which will focus on identifying how SNDP could develop policies on halting climate change. Workshops will also review:

- [Salisbury Community Air Quality Action Plan](#) (August 2015);
- SCC [Climate Change policies](#) and expenditure to identify where neighbourhood planning policies can support the SCC Declaration;

- Wiltshire Council emerging [policy on climate emergency](#).
- Other planning policies to find suitable wording for climate change, electric vehicle charging, sustainable built development, etc. (see for instance Bristol, Tisbury, London, and Oxford);
- Major initiatives; for example, Centre for Alternative Technology's [Zero Carbon Britain](#).

Transport and Movement evidence gathering activities will focus on establishing a Transport Working Group, which will include an SNDP representative, SCC City Clerk, and the WC representatives. The Group will coordinate transport data gathering and dissemination in support of the emerging Local Plan and NDP. It will also aim to identify central area where pedestrianisation might be suitable and agree a phased delivery approach with key stakeholders.

Economic evidence gathering activities will focus on identifying “employment zones” in the Economic Land Review (ELR), and analyse how they can be used to meet the NDP’s objectives, and what would be required in terms of supporting infrastructure. The activities will also include analysing data supplied by WC with regard to changes of use from employment to other land uses, and consider preparing an electronic survey of local businesses to ask them if they wish to stay in Salisbury, expand, and what they need to do this.

Design evidence gathering activities will focus on working with the Salisbury Civic Society on reviewing and updating [the Salisbury Conservation Area Appraisal and Management Plan](#), and [Creating Places, Shopfronts Advertisement Design](#) guides.

Housing evidence gathering activities will focus on commissioning AECOM to undertake a Housing Needs Survey; obtaining housing requirement figures from WC to understand required contribution from allocations and windfall site; working with social landlords and Wiltshire Council to agree an approach to new social and affordable housing; working with WC planners to identify necessary infrastructure for strategic developments; and, considering whether it will be necessary to allocate sites for specific types of housing or whether it will be possible to use policies to increase certain types of housing.

Action: *The Chairman of the SNDP instructed leaders of the policy groups to produce an action plan –to include group goals, timescales, and organisations they wish to contact – by 10 January, and send it to YP to be collated.*

8. SNDP Communications Strategy

8.1. SNDP Communication Officer, JH, informed the Group about changing the logo and the name from ‘Neighbourhood Development Plan’ to ‘Salisbury

Neighbourhood Development Plan' to avoid confusion with other Groups in Wiltshire using similar name.

- 8.2. JH also advised that SNDP member profiles can be found on the SCC website by [clicking on the link](#).
- 8.3. JH reminded the SG about the interview that AP and the Chairman had with That's TV Salisbury, which can be watched by [clicking on the link](#).

Action: YP was asked to collate information on the SNDP volunteers.

9. Any other business:

- 9.1. There was no other business.

10. Matters for the next meeting

- 10.1. The SG considered agenda items for the meeting in January, and agreed to discuss the SNDP PR Strategy, policy working group action plan, and volunteer recruitment.

11. Next meeting:

The next meeting will be held in the Guildhall at 1800 on Tue 14 January 2020.