

**Minutes of the Neighbourhood Plan Delivery and Monitoring Group Meeting  
held at Corsham Town Hall on Thursday 14 November 2024**

**Present**

Councillor S Abbott (Chair)  
Councillor N Brakspear  
Councillor G McCaffery  
J Peeters (Resident)  
Wiltshire Councillor D Walters  
Councillor R Williams

**In Attendance**

K Gilby (Finance and Planning Officer)  
D Martin (Chief Executive)

**DMG 211 Apologies**

Apologies had been received from Councillor N Farmer, also from C Johnson (Pickwick Association), P Tapscott (Resident) and P Whalley (Resident).

**DMG 212 Public Question Time and Petitions.**

There were none.

**DMG 213 Declarations of Interest**

To receive any Declaration(s) of Interest under Corsham Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

There were none.

**DMG 214 Minutes of the Neighbourhood Plan Delivery and Monitoring Group Meeting held on Thursday 5 September 2024**

**Agreed:** That the Minutes be approved as a true record.

**DMG 215 Matters arising from the above Minutes**

**DMG 216 Corsham Design Guide and Corsham Batscape Strategy Update**

New developments such as Copenacre, Portland Rise and Park Place had taken place since the Corsham Design Guide was created. As part of the Neighbourhood Plan Review it would be helpful to update the Corsham Design Guide to include the new developments. A light touch review of the information contained in the existing Design Guide would also be useful to ensure that it was accurate and up to date. DLP Planning had provided a quote to give training and support for those undertaking the character area

assessments through site visits. Volunteers would be needed to complete the assessments.

The update of the Corsham Batscape Strategy was now complete.

Agreed:

- i) To accept the quote from DLP Planning (Cass Design) to provide training and advice to enable the group and volunteers to carry out new character area assessments and review the current ones. To approach previous volunteers who had assisted with the initial character area assessments to see if they could assist with the new ones.
- ii) That the update of the Corsham Batscape Strategy be noted. The Finance and Planning Officer had a hard copy of the Strategy available to view.

### **DMG 217 Local Green Spaces**

DLP Planning had provided a quote to support the Group (and hopefully the community) in identifying and assessing sites for Local Green Space Designation.

**Agreed:** To accept the quote from DLP Planning. It may be possible to assess any proposed sites as part of the Character Area Assessment Review.

### **DMG 218 Non-Designated Heritage Assets**

Non-designated heritage assets are buildings, monuments, sites, places, areas or landscapes identified as having a degree of significance meriting consideration in planning decisions because of their heritage interest but which do not meet the criteria for designated heritage assets.

DLP Planning has provided a quote to support the Group (and hopefully the community) in identifying and assessing sites for inclusion in a list of non-designated heritage assets.

**Agreed:** to accept the quote from DLP Planning. It may be possible to assess any proposed sites as part of the Character Area Assessment Review.

### **DMG 219 Update on Grant Funding**

We have been awarded £5,617.00 in grant funding. This has been earmarked for DLP Planning to prepare the Reviewed Corsham Neighbourhood Plan. We have been successful in obtaining Technical Support Packages for Housing Needs Assessment and also Site Options and Assessment. Further grant funding may be available in the new financial year.

**Agreed:** That the update be noted.

**DMG 210 Suggestion for a possible new Policy**

Following a recent planning application (*PL/2024/08732 - 55 West Park Road* – Single-storey rear flat roof extension, two-storey side extension over existing garage) the Corsham Neighbourhood Planning Delivery and Monitoring Group was asked to consider introducing a policy or design guide for balconies to address size, scale, privacy and materials.

**Agreed:** Not to include a policy on balconies in the Neighbourhood Plan review as it was felt that existing material considerations on privacy and overlooking were robust enough to withstand inappropriate applications without the need for a separate policy which may not be flexible enough to deal with differing proposals.

**DMG 211 Date and time of next meeting.**

The Group would be contacted when a date was known for the training session for the character area assessment work.

The next meeting of the Group would be at 7pm on Thursday 16 January 2025.