Trowbridge Town Council

Working for your Community

Trowbridge Neighbourhood Development Plan

Engagement Strategy

July 2026

1. Introduction

1.1. This Strategy has been prepared to help guide the process of community and stakeholder engagement needed to produce an informed and relevant community-led Neighbourhood Development Plan (NDP) for Trowbridge. It sets out a range of activities and actions that can be taken to engage with the community.

1.2. Effective engagement with local residents, community groups, businesses, and service providers in Trowbridge and other stakeholders is a crucial aspect in creating a well-informed NDP and a sense of community ownership.

2. What is a Neighbourhood Plan?

2.1 The Localism Act 2011 enabled communities to shape new development and promote better land use in their community by preparing Neighbourhood Development Plans (NDPs). The aim of the legislation is to empower local communities to use the planning system to promote appropriate and sustainable development in their area.

Figure 1 – Steps in preparing the NDP

2.2 A NDP can set out a vision for an area and planning policies for the use and development of land. The plan must meet the 'Basic Conditions' and legal requirements[1].

2.3 The Regulations set out the steps that must be taken in preparing an NDP, including formal consultation, examination and a referendum to approve it. Once adopted – the formal term is 'made' - the NDP becomes part of the Wiltshire Development Plan and forms the basis for determining planning applications in Trowbridge Town Council area.

3. Why produce a neighbourhood plan for Trowbridge?

3.1 The NDP covers Trowbridge Town Council are as defined at Appendix 1. The NDP will be prepared by residents and members of the Town Council, working as part of the Steering Group and supported by independent consultants.

3.2 The overarching aim of preparing the Trowbridge NDP is to involve the residents, businesses and stakeholders, through consultation, in decisions about how their community will develop. The NDP provides a significant opportunity for local people to influence planning decisions, as planning applications are determined by Wiltshire Council *'in accordance with the Development Plan unless material considerations indicate otherwise'*.

3.3 The emerging purposes of the NDP will be to create planning policies for:

- The designation of green space, including Local Green Space.
- The designation of key green and blue infrastructure assets.
- The designation of non-designated heritage assets and the opportunities to draw on the contribution made by the historic environment to the character of a place.
- The designation of key views.
- The identification of connectivity and active travel (cycling, walking etc) opportunities.

4. Why do we need an engagement strategy?

4.1 This strategy is a way of explaining the steps we intend to take. It has been prepared to demonstrate that this is a process that needs community involvement and that the community knows this. It describes the processes and methods that may be employed in community engagement activity and presents a set of commitments to the community

[1] https://www.gov.uk/government/publications/how-to-create-a-neighbourhood-plan

about how we will seek to inform, communicate with and involve them throughout the NDP project.

5. Consultation timing

5.1 The timescale we have laid out will be subject to alterations due to external factors and the ability of consultees to form their comments, but also the need to adjust ourselves to what we report and any additional considerations which arise, such as new planning policies at a national or Wiltshire level.

6. Who will we consult?

6.1 We are committed to open and honest dialog with the community and try to include as many groups, organisations, and individuals in the NDP process. This means consultation with:

- Residents
- Community and interest groups
- Landowners
- Developers
- Businesses and employees
- Adjoining Town / Parish Councils
    - Southwick
    - Wingfield
    - Bradford-on Avon
    - Holt
    - Staverton
    - Hilperton
    - Steeple Ashton
    - West Ashton
    - North Bradley
- Local planning authorities (Wiltshire Council)
- Government agencies including:
    - Environment Agency
    - Natural England
    - National Highways
    - Historic England

    - Network Rail
- Any other persons interested in the development and use of land in Trowbridge.

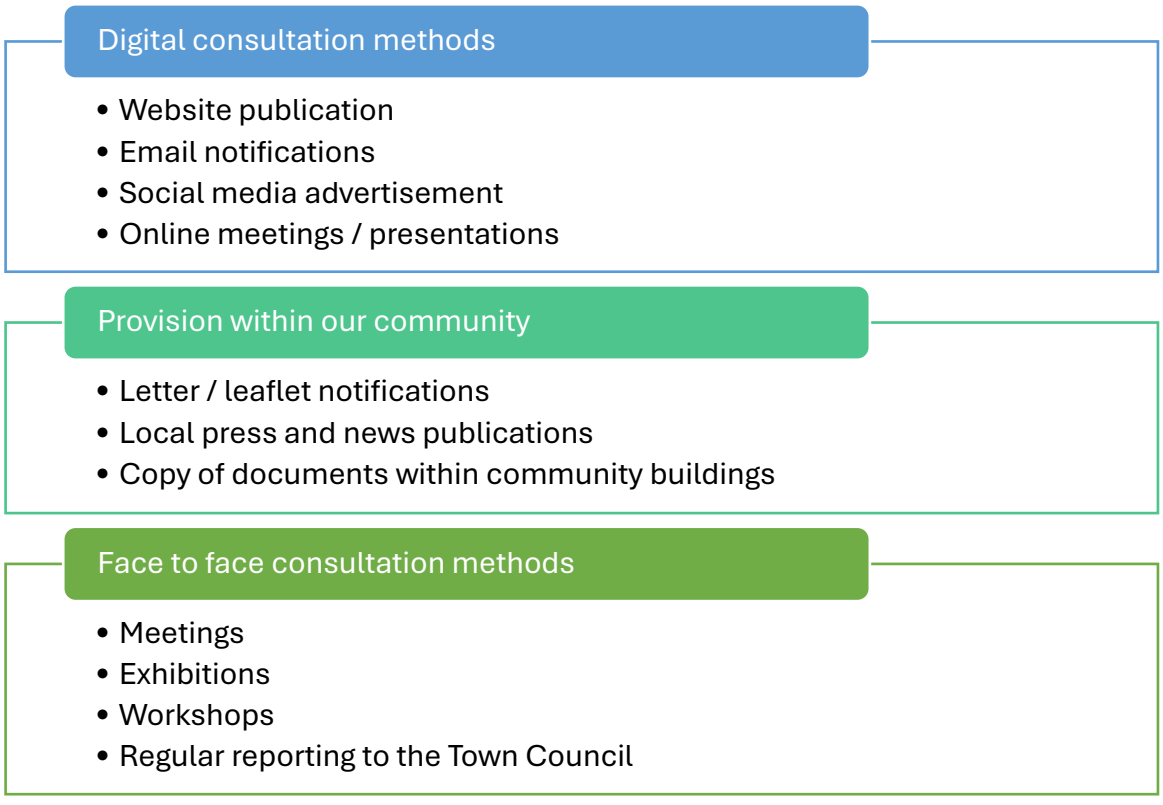
6.2 We will work with stakeholders to ensure we can reach as many different groups in society as possible, including underrepresented groups (as defined in the Wiltshire Council Statement of Community Involvement - https://www.wiltshire.gov.uk/planning-policy-sci)

6.3 Anyone can contact the Steering Group to request to be added to or removed from a list of consultees. The email address for correspondence is: stuart.legg@trowbridge.gov.uk

7. How do we engage and consult?

7.1 We will use a variety of consultation methods, ensuring those used are proportionate to the matter and task. Some examples of such methods are illustrated in Figure 2 below.

Figure 2 – Consultation methods

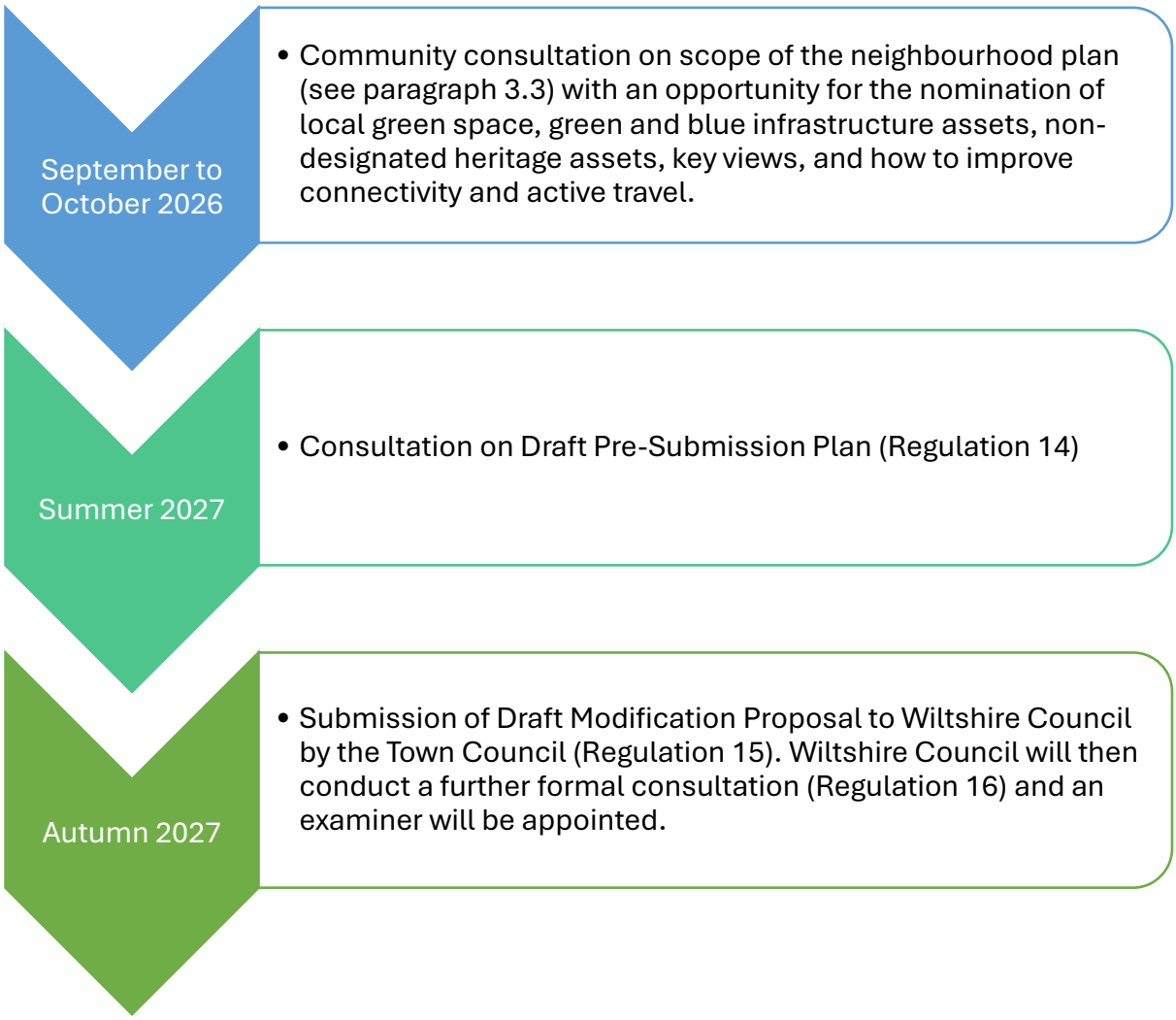


8. Consultation programme

8.1 The below consultation programme is indicative of the remaining activities for the Trowbridge NDP prior to submission of the draft modification proposal plan to Wiltshire Council. All timescales are indicative and subject to change. An updated consultation

programme will be published as the NDP progresses. Details of how to take part and comment will be made available at each stage.

Figure 3 - Draft consultation programme (subject to change)



9. Availability of information

9.1 Steering Group agendas and minutes will be published on the Town Council website following their approval - https://trowbridge.gov.uk/

9.2 Steering Group meetings are closed to all members of the public, unless specifically stated otherwise.

10. Privacy Notice

10.1 For further information about the Town Council's Privacy Policy, visit the web page - https://trowbridge.gov.uk/privacy/

Neighbourhood Plan Privacy Notice

10.2 We receive personal information from a number of primary sources. Firstly, as part of the duties in relation to the collection and processing of comments pertaining to statutory and non-statutory consultations on the neighbourhood plan, from requests to be kept informed of the progress of the neighbourhood plan and from site or nomination submissions. These requests may come in from a variety of sources and all personal information is held securely by our data processors.

10.3 We will make representations available so that people can contribute and view the comments. A summary of, or full copy of representations, will be included in a report of a consultation and in the 'Consultation Statement'.

10.4 Sometimes, in order to process your enquiry or consider your comments/representations, we need to share the information you give us; either with the local planning authority (Wiltshire Council), or with other external 'partner' organisations such as our appointed consultants, Neighbouring Authorities, Natural England, Environment Agency and Historic England. Follow-up correspondence may also be sent regarding your representation, updates on the progress of the relevant plan and to inform you of how your representation will be processed.

10.5 Redaction of information such as personal contact details, signatures, special category data, information agreed to be confidential, will be undertaken prior to publishing forms and documents.

The Councils Right to Process Information

10.6 General Data Protection Regulations Article 6 (1) (a) (b) and (e)

- Processing is with consent of the data subject or
- Processing is necessary for compliance with a legal obligation or
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

10.7 The Town Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

10.8 We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. You may request the deletion of your data held by the Town Council at any time.

Children

10.9 We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Access to Information

10.10 You have the right to request access to the information we have on you. You can do this by contacting via the below details.

Information Correction

10.11 If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact us to request this.

Information Deletion

10.12 If you want the Town Council to delete the information about you please contact our us to request this.

Right to Object

10.13 If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact us to object.

Rights Related to Automated Decision Making and Profiling

10.14 The Town Council does not use any form of automated decision making or the profiling of individual personal data.

Complaints

10.15 If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Community Engagement & Governance Manager, the Data Protection Officer, or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Summary

10.16 In accordance with the law, the Town Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do

not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

Community Engagement & Governance Manager
Trowbridge Town Council
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St. Stephens Place
Trowbridge
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Data Protection Officer
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i-west@bathnes.gov.uk
01225 395959

Appendix 1 – Neighbourhood Area Designation

NOTIFICATION OF DECISION REGARDING THE APPLICATION FOR DESIGNATION OF TROWBRIDGE NEIGHBOURHOOD AREA UNDER SECTION 61G OF THE TOWN AND COUNTRY PLANNING ACT 1990 AS AMENDED

APPLICANT:

Trowbridge Town Council

APPLICATION:

Application for the Designation of Trowbridge Neighbourhood Area

Pursuant to paragraph 5 of Part 3 Section D1 of Wiltshire Council's Constitution (Scheme of Delegation - Officers) and in particular P23 of the Scheme of Sub-Delegation dated 1st April 2026, the Neighbourhood Planning Manager is authorised to consider the designation of neighbourhood area applications for Neighbourhood Plans and if appropriate approve such applications.

An application has been received that includes a map which identifies the area to which the application relates, a supporting statement explaining why the proposed neighbourhood area is considered appropriate and a statement that the body making the application is a relevant body for the purposes of section 61G (2) of the 1990 Act.

DECISION:

The Designation of Trowbridge Neighbourhood Area is approved in accordance with section 61G of the Town and Country Planning Act 1990 (as amended) for the purposes of Neighbourhood Planning.

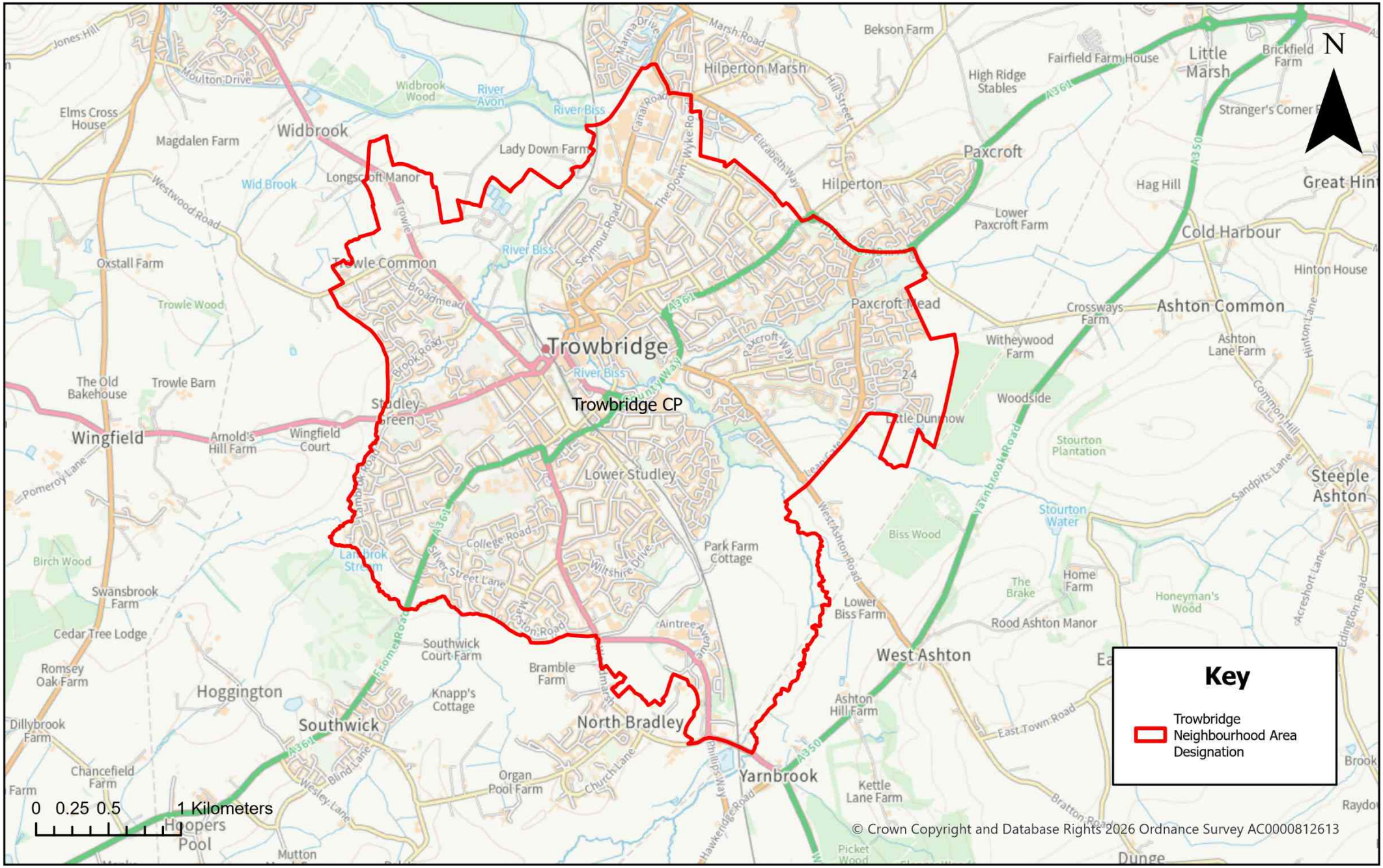
I have no private interests to declare in respect of this matter which would prevent me from designating this neighbourhood area. The reasons for this decision are set out in the accompanying 'Neighbourhood Area Designation Application Report'.

Signed:

M Kilmister

Michael Kilmister
Neighbourhood Planning Manager
Wiltshire Council

Dated: 22nd June 2026

Wiltshire Council

Trowbridge Neighbourhood Area Designation June 2026