



## Melksham Neighbourhood Plan

**Steering Group Meeting**  
**Crown Chambers, 1st Floor, 7a Market Place, Melksham,**  
**Wiltshire SN12 6ES**

**Date: Wednesday 28th June 2017**  
**Start: 6pm**

### **Present:**

Rolf Brindle (Meeting Chairman)  
Teresa Strange (Clerk, MWPC)  
Clare Harris (dep. Clerk, MTC)  
Lorraine McRandle (MTC)  
Cllr. Paul Carter (MWPC) substitute for Cllr. John Glover  
Cllr Gregory Coombes (MWPC) substitute for Cllr. Richard Wood  
Shirley McCarthy (Environment)  
Cllr. Tony Watts (MTC)  
Colin Harrison (guest; Melksham Chamber of Commerce)

Notes: Phil McMullen, MCAP

Plus one member of the public

### **1. Welcome and apologies**

It was noted with regret that Melksham Town Council representative Cllr. Andy Hinchcliffe was currently seriously ill in hospital, and the meeting's best wishes for a speedy recovery were recorded.

Phil McMullen reported that apologies had been received from Cllr. Richard Wood (MWPC) (Chairman), Cllr John Glover (MWPC), David Way (Wiltshire Council), Cllr. Pat Aves (Melksham Area Board), Cllr Phil Alford (Area Board substitute), Nick Westbrook (Health lead), Colin Goodhind (MCAP), Steve Gray (Clerk, MTC), Cllr. Richard Wiltshire (MTC). Of those, he had been notified about six of them in the past 24 hours, so there had been little time to postpone the meeting.

Cllr. Tony Watts, a newly appointed Melksham Town Councillor, was welcomed to the meeting. Introductions were taken from around the table.

### **2. Appointment of Chairman**

Nominations were sought for Chairman. Cllr. Paul Carter nominated Rolf Brindle. This was seconded by Cllr. Greg Coombes, and all were in favour. Rolf Brindle duly took the Chair.

### **3. Declaration of Interests**

There is a standing declaration of interest in MCAP from Nick Westbrook, Shirley McCarthy, Colin Goodhind and Phil McMullen. There is a standing interest in Young Melksham by Teresa Strange, with reference to any discussions concerning the Canberra Youth Centre.

#### **3.1 Information to new members about Register of Interests**

A Register of Interests form was passed to Cllr. Tony Watts.

### **4. Public Participation**

There was one member of the public in attendance, who wished only to observe.

### **5. Minutes of the last meeting**

5.1 Clarification from David Way, Wiltshire Council on whether site descriptions are in the public domain. David Way observed via email that “SHLAA site references aren’t going to mean anything to people so in the minutes I would also list the site names.”

Proposed by Cllr. Paul Carter that the minutes should be updated to reflect the site names, seconded from the Chair by Rolf Brindle, all in favour.

#### **5.2 [Agree May 31st Minutes](#)**

Teresa stated that there was some confusion throughout the minutes over the dual use of the acronyms SG and RW.

Teresa stated that in her opinion there needed to be a sentence inserted after the paragraph commencing “after lengthy discussions”, to the effect that the meeting had agreed that the neighbourhood plan goes to 2026 and that the Steering Group was only putting forward sites that were next to a built environment or next to a SHLAA site that was adjoining a built environment. Sites were excluded on that basis.

It was agreed that although the meeting was quorate, there were too few people attending this evening who had attended the previous meeting to sign off the minutes, so the action was carried forward to the next meeting.

### **6. Matters Arising**

There were no other Matters Arising raised.

### **7. Finance Report**

#### **7.1 Payments for Approval**

7.11 To consider the May 2017 invoice from MCAP reference 17/P/005 sum: £304.50

link: [MCAP timesheet for May](#)

Rolf Brindle proposed and Cllr. Paul Carter seconded that these were a true record and all were in favour.

7.2 Current Budget – amount spent to date Current Budget – amount spent to date. Steve Gray was not present to no total was presented on this occasion.

## **8. Draft Wiltshire Housing Site Allocations Plan – Advance notice of consultation**

### 8.1 Further information:

<http://www.wiltshire.gov.uk/wiltshgsgsiteallocationsplan>

Teresa observed that there are no new housing sites allocated for Melksham, although we don't know whether settlement boundaries are to be redrawn. Consultation finishes around 10<sup>th</sup> September.

## **9. Sites to be assessed by AECOM.**

### 9.1 To note final list of sites

Teresa Strange explained that David Way had confirmed that sites that Wiltshire Council are proposing to allocate in the DPD only go into the public domain when they are published before the Wiltshire Council cabinet. All of the cabinet papers are published prior to the meeting and then Cabinet decide if the DPD should progress to a public consultation. When in the assessment stage, they [sites] are not in the public domain. In our situation, although the list of sites that are being submitted to Aecom is not in the public domain, the Town and parish Councils are the Qualifying Body, not the Steering Group, so there is no reason why the Steering Group should withhold the information from them. Minutes are publically available so the public and Members can see the list of agreed sites.

Teresa observed that the concern is not the public knowing or hiding what's happening; it's the potential for giving developers the means to appeal.

Cllr. Paul Carter asked what the next steps are. Teresa confirmed that the document will be tidied and issued to the Town and Parish Councils. We are not inviting comments; Town and Parish Council representatives are already on the Steering Group.

### 9.2 To note site visits to be undertaken w/c 3rd July & 10th July

It was confirmed by Teresa that AECOM are coming out 12<sup>th</sup> and 13<sup>th</sup> July to undertake an assessment of the sites. Teresa and Lorraine will walk out with them to look at sites. The landowners have already put their land forward under the Strategic Housing Assessment so will not need to be consulted in advance, however hi-vis jackets will be worn.

## **10. To consider undertaking Housing Needs Survey (by consultants)**

Teresa Strange explained that when we previously tried to apply for a grant we were told we wouldn't get one signed off because Wiltshire Council already have a Housing Needs Survey. David Way however had suggested that we might benefit from same.

Cllr Paul Carter sought clarification on this issue. Teresa explained that we can't specify the number of houses as that is dictated by the Core Strategy, however we can specify the type of houses we might need. How many one-bedroomed flats and four-bedroomed homes do we need for example? It's evidence that's needed and not public opinion.

Clare Harris said from experience that they hadn't undertaken a Housing Needs Survey in Calne, but they had received a lot of information from Wiltshire Council, so Clare promised to try and research some of the background to that. Wiltshire Council do have access to that information. Shirley McCarthy asked that we establish how up to date those figures actually are.

## **11. To consider investigating public consultation specialists**

Clare Harris explained that in Calne, they had used a company named Lemon Gazelle to undertake public consultation. They had undertaken consultation both online and in workshops and around schools. It was very successful and had proven to be useful. The consultation work had been paid for completely by grant funding.

Cllr. Paul Carter asked how long it would take. Clare suggested six weeks for the online survey, also a paper survey and a series of workshops within that period.

Cllr. Paul Carter proposed that we go ahead with this. He feels it would be advantageous. Cllr. Tony Watts seconded. An action was accepted by Clare to establish what companies might usefully be approached so we could make a decision at a later meeting.

## **12. Report from Working group**

### **12.1 Progress on Public Mapping Exercise**

Teresa Strange explained that a new working group, which included members of the public, had identified on a map of Berryfield and Hazlewood Road where public open space was, where formal and informal footpaths were, etc. A template form had ensured that all the sites are being requested meet the appropriate guidance. This needs to be done again to cover more areas. Unfortunately despite a lot of publicity only two responses have been received out of 25,000 people. People simply are not engaging.

### **12.2 To consider setting up a small task group to assess the website and public engagement tools**

Lorraine McRandle explained that the introduction, the explanations, the out of date information, the fact that some sub-group information was included on the website all needed addressing. Teresa Strange confirmed that the officers could if requested establish a task group to address the issues.

Colin Harrison expressed an interest in being involved in such a task group and Colin Goodhind and Nick Westbrook, public participation leads, will be invited.

### **12.3 To consider renewal of the website domain name**

Melkshamneighbourhoodplan.org has expired and payment of £11.99 is being sought. Clare Harris raised the question whether we actually needed a bespoke website or if the Town and Parish Councils' respective pages should be updated. It was agreed that this was an issue that the task group referred to in 12.2 could look into.

### **13. To adopt revised Terms of Reference**

Shirley McCarthy said that in 6.2 it should read further work rather than future work. Shirley also said we had agreed that we will in future keep a review arrangement running after the Neighbourhood Plan is delivered, which should also be a part of the document.

It was proposed by Rolf Brindle that officers review the document and recommend to the two councils, who drafted the original document, that it be adopted once the amendments are incorporated.

Teresa Strange noted that both councils are also looking at cost splitting following the boundary reviews.

### **14. Update on Timeline of Events**

Teresa Strange said there were no changes to report at this stage. Aecom are coming in July. It might be useful to invite Anthony Northcote to the July meeting.

#### [Indicative Timeline](#)

### **15. Presentation from officers following Training Session at Bath Guildhall (previously deferred)**

This was deferred once again until more members of the steering group were present.

### **16. Any Other Business**

#### **1. Business Representation**

Teresa noted that there are a number of brownfield exception sites around Melksham which we have asked that they are retained for industrial or mixed commercial / retail use. This includes the farmyard at Woolmore Farm, and the Christie Miller site, once available.

Colin Harrison explained that he was chairman of Melksham Chamber of Commerce and was happy to attend meetings if required in order to provide input from a business and industry point of view.

It was proposed by Teresa Strange that at the next meeting, the full Neighbourhood Plan steering group should make a decision on whether Colin Harrison should be invited to join the steering group.

#### **2. Eastern Bypass**

In response to a question from Cllr. Tony Watts, Teresa Strange explained there were a number of reports from task groups which will go forward to the consultant to sift through and establish what gaps exist and what are considered to be aspirations. The

consultants are not looking at the enabling development for any proposed or suggested eastern bypass for Melksham, because the bypass is not going to be built before the end of the Neighbourhood Plan period in 2026. We do as a Steering group however support the *principle* of an eastern bypass.

**17. Date of Next Meeting of Steering Group: July 26<sup>th</sup> 2017**

No apologies were submitted ahead of this meeting.

Subsequent dates are: 30<sup>th</sup> August 2017, 27<sup>th</sup> September 2017, 25<sup>th</sup> October 2017, 29<sup>th</sup> November 2017. There will be no meeting in December 2017, the group meeting once again thereafter on 3<sup>rd</sup> January 2018.

Meeting closed 8.10pm

**Signed:**

**Chairman of MNPSG**

**Date:**

**Links to supporting documentation and relevant sites of interest**

<https://www.gov.uk/government/publications/fixing-our-broken-housing-market>

[LEP paper January 2016](#)

[Melksham Bowerhill SHLAA map Aug 15](#)

[Shaw SHLAA map Aug 15](#)

[Whitley SHLAA map Aug 15](#)

[Final Sustainability Scoping Report](#)

[Briefing Note 258 – WILTSHIRE HOUSING LAND SUPPLY STATEMENT 2015](#)

<http://www.ourneighbourhoodplanning.org.uk/resources/documents>

<http://mycommunityrights.org.uk/neighbourhood-planning/>

[Wiltshire Council Core Strategy Sustainability Appraisal Report Addendum](#)

<http://mycommunity.org.uk/help-centre/forums/>

***Common Abbreviations: MNPSG = Melksham Neighbourhood Plan Steering Group; MCAP = Melksham Community Area Partnership; CAP = Community Area Partnership; AB = Area Board; SCOB = Shadow Community [campus] Operations Board; SG = Steering Group; TC = Town Council; MTC = Melksham Town Council; MWPC = Melksham Without Parish Council; PC = Parish Council; WC = Wiltshire Council; JSA = Joint Strategic Assessment; JSNA = Joint Strategic Needs Assessment; MIN = Melksham Independent News; DPD = Development Plan Document***