



Melksham Neighbourhood Plan

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

Date: **Wednesday 27th April 2016**

Start: **6pm**

Present:

Richard Wood (Chairman) (MWPC)
Teresa Strange (Clerk, MWPC)
Nick Westbrook (Health lead)
Lorraine McRandle (MTC)
Cllr. Andy Hinchcliffe (MTC)
Cllr. David Pollitt (Area Board)
Shirley McCarthy (Environment)
Cllr. Paul Carter (MWPC)
Mark Ashkowski (Housing lead)
Cllr. Richard Wiltshire (MTC)

Notes: Phil McMullen, MCAP

Plus: Representative members of the public

Agenda

1. **Welcome & apologies**
2. **Declaration of Interests**
3. **Public Participation**
4. **Minutes of the last meeting**
 - 4.1 Agree March 30th Minutes

[Draft minutes March 30th 2016](#)

5. **Matters Arising**

- 5.1 To consider the following submissions from Melksham Without Parish Council

At the last Parish Council Planning Meeting (Monday 4th April), the Committee considered the **NHP Task Group SHLAA Sites evaluation**. They made the following comment which they wished to be passed back to the Housing Task Group:

The Parish Council inform the Neighbourhood Plan Steering Group that their preferred option when sites are being considered against other criteria is Option 1 as identified by the Housing Task Group. (Option 1 – East of Melksham, where Site 3103, planning application

15/12454/OUT, scored the lowest and was thus the most favourable option and the 450 houses under planning application 14/06968/OUT have just been approved).

At the same meeting they also considered the “**Government Consultation on Implementation of Planning Changes**”. The Committee made the following comment: *The Parish Council inform the Melksham Neighbourhood Plan Steering Group of the importance of ensuring that brown field sites that may be more suitable for other uses, (eg Christie Miller/hangars site as employment site) are designated as such, otherwise they will automatically be granted ‘permission in principle’ for housing if on the brown field register.*

Additionally the Committee considered the **Wiltshire Council consultation on Draft Revised Community Infrastructure (CIL) Regulation 123 List and Draft Revised Planning Obligations Supplementary Planning Document (SPD):**

11.7 of the NPPF states that “,Neighbourhood plans may also play a key role in identifying and prioritising local infrastructure that could be delivered via planning obligations or the neighbourhood proportion of CIL receipts”. The Council wished to remind the NHP Steering Group of this role.

6. Finance Section

6.1 Update on technical support grant application

6.2 Payments for Approval

6.21 To consider the March 2016 invoice from MCAP reference 16/P/003 sum: £413.20

[MCAP timesheet for March 2016](#)

6.3 Current Budget

7. Wiltshire Council DPD update

8. **Health and Wellbeing Task-Group** (lead: Nick Westbrook)

8.1 [Copy of task-group report](#)

8.2 [Report of Meeting Held on 6th April to assess land use options for care, community health and leisure purposes](#)

9. **Public Participation Task-Group** (lead: Nick Westbrook)

9.1 [Copy of task-group report](#)

9.2 Agree agenda for planned Open House event

10. **Housing Task-Group** (lead: Mark Ashkowski)

SG to note open invitation to Housing Group meeting at 18:00 hrs on Monday the 16th May in Melksham Town Hall Committee Room with guest speakers Trevor Cherrit (Chair of the Wiltshire Community Land Trust) and Ian Crawley (a former local authority chief planner and CEO)

11. **Transport Task-Group** (lead: Rolf Brindle)

12. **Business Task-Group** (lead: Bruce Sanders)

13. **Education Task-Group** (lead: Richard Wood)

14. **Environmental update** (lead: Shirley McCarthy)

To consider adopting the final revised draft Sustainability Scoping Report

[Link to final revision](#)

15. **Any Other Business**

16. **Date of Next Meeting:** scheduled for Wednesday 25th May 2016

1. Welcome and apologies

Phil reported that Colin Goodhind, Stephen Gray and David Way had tendered their apologies for this evening's meeting. Paul Carter is standing in for John Glover.

Cllr. Bruce Sanders (MTC) (Business lead) , Cllr. Rolf Brindle (MWPC) (Transport lead) and Cllr. Terri Welch (MTC Mayor) were not present.

Richard welcomed everyone to the meeting, particularly members of the public.

2. Declaration of Interests

There is a standing declaration of interest in MCAP from Colin Goodhind, Nick Westbrook Shirley McCarthy and Phil McMullen. Nick Westbrook also has a standing interest in a company named Envolve Technology Ltd. Teresa Strange has a standing interest in education as a Governor of Aloeric School.

3. Public Participation

There were two members of the public present at the meeting. There were no questions raised at this stage.

4. Minutes of previous meeting

Agree March 30th Minutes

[Draft minutes March 30th 2016](#)

Andy Proposed that these were a true record, Nick seconded, and all were in favour.

Richard signed the minutes off.

5. Matters Arising

5.1 To consider the following submissions from Melksham Without Parish Council

- a) At the last Parish Council Planning Meeting (Monday 4th April), the Committee considered the **NHP Task Group SHLAA Sites evaluation**. They made the following comment which they wished to be passed back to the Housing Task Group:
The Parish Council inform the Neighbourhood Plan Steering Group that their preferred option

when sites are being considered against other criteria is Option 1 as identified by the Housing Task Group. (Option 1 – East of Melksham, where Site 3103, planning application 15/12454/OUT, scored the lowest and was thus the most favourable option and the 450 houses under planning application 14/06968/OUT have just been approved).

b) At the same meeting they also considered the “**Government Consultation on Implementation of Planning Changes**”. The Committee made the following comment: *The Parish Council inform the Melksham Neighbourhood Plan Steering Group of the importance of ensuring that brown field sites that may be more suitable for other uses, (eg Christie Miller/hangars site as employment site) are designated as such, otherwise they will automatically be granted ‘permission in principle’ for housing if on the brown field register.*

c) Additionally the Committee considered the **Wiltshire Council consultation on Draft Revised Community Infrastructure (CIL) Regulation 123 List and Draft Revised Planning Obligations Supplementary Planning Document (SPD)**:

11.7 of the NPPF states that “Neighbourhood plans may also play a key role in identifying and prioritising local infrastructure that could be delivered via planning obligations or the neighbourhood proportion of CIL receipts”. The Council wished to remind the NHP Steering Group of this role.

a) Nick Westbrook proposed that it was noted as a strategic position. All were in favour. Richard asked that the Town Council voted on the proposal as well. Andy Hinchcliffe agreed to take this to council.

b) Brownfield sites. Richard Wiltshire said he considered that the Town Council would support this. Nick asked that this be noted and referred to the business task group to include in their recommendations. All were in favour.

c) Teresa explained it was becoming more apparent from training sessions that there are two lots of CIL, the bulk of which goes to Wiltshire Council. WC has a list which states what they intend to spend it on. Unless parishes ask then it will be spent somewhere else. MWPC has asked that it be spent on the eastern by pass. Lorraine confirmed that the Town has done the same. Nick proposed and Andy seconded that we adopt this.

6. Finance report

6.1 Update on technical support. Teresa confirmed that we have met with Linda Roberts from Calne earlier today, who had been very helpful and it’s recommended that we apply for the technical support package. Each group is at the stage when we need support, particularly the sustainability assessment for sites. Locality are apparently very useful and have step by step guides available and also run courses.

The recommendation is that we apply immediately.

Nick proposed that Lorraine, Teresa and Phil work together. This was agreed by all.

6.2 To consider the March 2016 invoice from MCAP reference 16/P/003 sum: £413.20

[MCAP timesheet for March 2016](#)

Andy proposed that this be accepted, Paul seconded, and all present were in favour.

7. Wiltshire Council DPD update

David Pollitt remarked that there would be a statement from Wiltshire Council regarding the DPD situation published next Wednesday at 3pm.

Teresa mentioned that the Sandridge Common triangle application was likely to be approved this afternoon. The land east of Semington would also be likely to be approved because of the Five Year Land Supply situation.

MPWC has also received a pre-application for 150 houses in Woodrow Road.

Teresa also remarked that MWPC have been re-consulted on the route of the canal, however documents have yet to be uploaded to the website.

8. Health and Wellbeing Task-Group (lead: Nick Westbrook)

8.1 [Copy of task-group report](#)

8.2 [Report of Meeting Held on 6th April to assess land use options for care, community health and leisure purposes](#)

Nick updated the meeting on the task group's progress, including meetings held to date. Reports in full are attached.

The meeting on 6th April looked at the eight potential sites, including the Melksham Hospital and Melksham House sites. A summary of recommendations was handed out at the meeting.

They wanted to ensure they were creating sustainable services, but also promoting physical and mental wellbeing.

In terms of population figures, Wiltshire Council's figures appear to be a gross under-representation – they are suggesting a figure of 28,720 by 2021, whereas realistically Melksham already has a population estimated to be over 29,000 in 2016. Doctors are recognising that there is potentially an opening for a further GP surgery in the Melksham area at a later date (whilst at the same time acknowledging that it's increasingly difficult to recruit doctors).

A member of the public asked whether the Steering Group had looked at the Core Policy in terms of extra care homes. Melksham has one of the highest populations in Wiltshire needing those facilities. Nick replied that the detail was not known, but they were conscious of the general requirement.

Richard asked for clarification over the "zones" that it was proposed the town was divided up into. Nick explained that in addition to the East and West there was also the potential for brownfield site development in the centre of town.

Mark observed that the way in which the various SHLAA sites are grouped together could result in unintended consequences, one group of sites scoring higher than others for example. There should maybe be a little refinement in the way in which they are grouped. Nick agreed with this.

Teresa expressed concern that more research was needed into community asset transfers. Nick confirmed that there is no Covenant on Melksham Hospital. The land is currently owned by Great Western Hospital.

Richard thanked Nick for the huge amount of work which had gone into this. The work will obviously form quite a big chunk of our Neighbourhood Plan. Particularly he felt that the housing for older people is something which needed to be considered.

Mark agreed with this statement on behalf of the Housing group. Teresa mentioned that Wiltshire Council had replied that they are happy to come and give a presentation for housing needs, such as who is on a waiting list for affordable housing.

Richard suggested that we formally adopt the document at the next meeting.

Nick proposed a press release in the next Melksham News giving people an opportunity to respond, and secondly to hold an open house event. Both of these were agreed to.

9. Public Participation Task-Group (lead: Nick Westbrook)

9.1 [Copy of task-group report](#)

9.2 Nick proposed that we go ahead with an Open House event. The Assembly Hall isn't unfortunately available, but the Town Hall is available in early July. The 1st/2nd July was agreed to, including any expenses that are incurred as a result.

A photo competition was also proposed and agreed to, with the results potentially going into the Neighbourhood Plan.

Andy expressed concern that Friday evenings and Saturday mornings were difficult for some people (himself included). Teresa said that Linda Roberts from Calne had been asked this question based on her experience, and she had specifically recommended Friday evenings. It was agreed to proceed as planned.

10. Housing Task-Group (lead: Mark Ashkowski)

Mark said that the group had moved on now to the potentially more contentious issue of policies. They had identified broadly such things as size and style of developments, housing mix, off-street parking, boundaries, green space buffers, parks and outdoor space, sustainability, ecological design, broadband and other services to ensure people can work from home.

There was an open invitation to Housing Group meeting at 18:00 hrs on Monday the 16th May in Melksham Town Hall Committee Room with guest speakers Trevor Cherrit (Chair of the Wiltshire Community Land Trust) and Ian Crawley (a former local authority chief planner and CEO)

A members of the public ask Mark whether he had considered Homes for Life and the specific needs of an aging population. Mark agreed that this was something which the Housing Group had under consideration. Shirley asked whether environmental aspects of building materials are yet to be considered; Mark agreed that this too would be useful to invite a speaker along to address.

11. Transport Task-Group (lead: Rolf Brindle)

Teresa confirmed that Rolf had been doing quite a lot of work and had been looking at the latest census information for example

[Extract from 2011 Melksham census information](#)

The [Wiltshire Council JSA](#) (Joint Strategic Assessment) data was another document which may have some use (Phil remarked that this had been drawn on for the Sustainability Scoping report

data)

12. Business Task-Group (lead: Bruce Sanders)

Richard confirmed that he had been in touch with Tim Martiensen from Wiltshire Council and had arranged a meeting for May 10th which he and Phil and Lorraine would be attending.

13. Education Task-Group (lead: Richard Wood)

Richard has this in hand and will be reported to the next meeting.

14. Environmental update (lead: Shirley McCarthy)

Shirley asked that we included in the footnotes to the revisions suggested by Dan Stone at the Centre for Sustainable Energy a phrase to the effect that “Some people find themselves given the choice between heating their homes and managing to eat”, as annually in the UK the number of deaths from homes being inadequately heated are estimated to be equal to the number of deaths from obesity.

Richard said that as long as it's germane to the Neighbourhood Plan he felt such a statement could be included. The meeting was in agreement. Action on Phil to update the Sustainability Report to that effect.

[Link to final revision](#)

15. Any Other Business

There was no Any Other Business raised at the meeting.

16. Date of Next Meeting: scheduled for Wednesday 25th May 2016

Signed:

Chairman of MNPSG

Date:

Links to supporting documentation and relevant sites of interest

[Extract from 2011 Melksham census information](#)

[Final Sustainability Scoping Report](#)

[Melksham Bowerhill SHLAA map Aug 15](#)

[Shaw SHLAA map Aug 15](#)

[Whitley SHLAA map Aug 15](#)

[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](#)

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