

MINUTES of a Joint Neighbourhood Plan Steering Group Meeting on Tuesday 2nd December 2014 at Crown Chambers, 7 Market Place, Melksham at 7.00p.m.

Present:

Melksham Without Parish Council: Cllr Richard Wood (Chair); Cllr John Glover ; Teresa Strange (Clerk)

Melksham Town Council: Cllr Terri Welch; Cllr Richard Wiltshire; Stephen Gray (Clerk)

Health in the Community: Nick Westbrook

Environment: Rolf Brindle

Melksham Community Area Partnership: Colin Goodhind

Historic & Built Environment: Deborah Hendon-Jones

Apologies:

Wiltshire Council Spatial Planning: David Way

Business Community: Tom Roach

- 50/ **Welcome and Introduction:** The Steering Group Chair Cllr Richard Wood welcomed everyone to the meeting. Apologies were received from David Way, who had previously explained that he would not be attending every Steering Group meeting, and from Tom Roach. No apologies had been received from Cllr Jon Hubbard, and the Chair asked Steve Gray to discuss with Jon whether he wished to continue as Area Board representative as he had not attended the recent meetings.
***Resolved:** The Area Board be asked to confirm a representative for the Steering Group.*
- 51/ **Declaration of Interests:** There were no declarations of interest.
- 52/ **Public Participation:** No members of the public wished to address the Steering Group.
- 53/ **Minutes of the Previous Meeting:** ***Resolved:** That the minutes of the meeting held on 4th November 2014 be accepted as a true record.*
- 54/ **Melksham Link canal project:** ***Resolved:** That Jock Mackenzie of the Wilts & Berks Canal project be invited to give a short presentation to the Steering Group on the Melksham Link project. This to be at a special closed information session, separate from the regular Steering Group meetings.*
- 55/ **Information Sharing Session with Malmesbury Neighbourhood Plan group:** The members noted that the Malmesbury Neighbourhood Plan had been adopted on 27th November following a Referendum; the first Neighbourhood Plan to be adopted in Wiltshire. Members of the Malmesbury team were happy to come and share information with the Steering Group. ***Resolved:** That members of the Malmesbury Neighbourhood Plan team be invited to an information sharing session. The session to be on a Tuesday in January, in conjunction with the presentation on the Melksham Link Canal project (Min. 54).*
- 56/ **Feedback from Engagement Strategy sub group:** The Steering Group noted the following papers:
i) Minutes of Public Participation Sub Group (PPSG) meeting held 10th November.

- ii) Minutes of Public Participation Sub Group (PPSG) meeting held 12th November.
- iii) Suggestions for Launch Event paper
- iv) Public Participation Briefing Paper

Resolved:

1. *The Steering Group formally approved the Public Participation Briefing paper and its release to the Melksham Community Area Partnership and MyCommunity.net (MyEnvolve).*
2. *Deborah Hendon-Jones to seek Neighbourhood Plan information from Planning Aid (part of RTPI :The Royal Town Planning Institute).*
3. *The launch events be held on a Friday evening and part Saturday (this proposal was agreed with 6 votes for and 2 against) at the Melksham Assembly Hall on the suggested dates of Friday 27th & Saturday 28th February 2015.*
4. *The Steering Group formally approved the PPSG to have delegated powers to engage with volunteers and established community groups before the launch events.*
5. *Teresa Strange to provide the PPSG with details of local newsletters, village halls and noticeboards available in the Parish.*

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Adminstration Support & Co-ordination: The Steering Group noted the Job Description and Person Specification for a Neighbourhood Planning Co-ordinator and Administrator produced by the Town and Parish Clerks.

Steve Gray explained the 3 options available to the Steering Group;

- i) To employ a suitable person, providing them with a contract of employment.
- ii) To contract a suitable person for the services required.
- iii) To contract out the services to an organisation.

The options were discussed and the merits of each reviewed. **Resolved:** *The Steering Group contract out the services to the Melksham Community Area Partnership. The Steering Group to approve all invoices for work carried out before payment made. The invoices to be addressed to Melksham Town Council who will invoice Melksham Without Parish Council for their share (based on the previously agreed split of costs for the Melksham Neighbourhood Plan).*

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Next Steering Group meeting: The next Steering Group meeting to be held on Wednesday 28th January at the Town Hall.

Meeting closed at 9.05pm

Chairman, 28th January 2015