



# Melksham Neighbourhood Plan

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

Date: **Wednesday 30th November 2016**

Start: **6pm**

## **Present:**

Cllr. Richard Wood (Chairman) (MWPC)  
Jo Eccleston (MWPC)  
Cllr. Rolf Brindle (MWPC) (Transport lead)  
Nick Westbrook (Health lead)  
Cllr. David Pollitt (Area Board)  
Lorraine McRandle (MTC)  
Steve Gray (Melksham Town Council)  
Cllr. John Glover (MWPC)  
Cllr. Andy Hinchcliffe (MTC)  
Colin Goodhind (MCAP)  
Richard Wiltshire (MTC)  
Shirley McCarthy (Environment Lead)

Plus one member of the public

Notes: Phil McMullen, MCAP

## **1. Welcome and apologies**

Richard welcomed everyone to the meeting.

Phil reported that Teresa Strange (MWPC) and David Way (WC) had given their apologies for this evening's meeting.

## **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, as a trustee of Young Melksham, has an interest in any discussions regarding the Canberra.

### **3. Public Participation**

Richard asked members of the public if they'd like to speak, which nobody present wished to.

Nick Westbrook asked that in the light of what was being discussed that we accept comments from the public during the meeting. Richard Wood suggested that we consider that as and when it arises.

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

#### 4.1 Agree October 26<sup>th</sup> Minutes

Jo Eccleston asked that an amendment be made to Paragraph 8, regarding the actual words used David Way regarding the 5 year land supply.

Richard proposed that the amendments be incorporated and that the minutes were signed at the next meeting.

[Revised version of the October minutes](#)

### **5. Matters Arising**

Nick Westbrook observed that the Air Ambulance had received £1m of additional funding.

### **6. Finance Report**

#### 6.1 Payments for Approval

6.11 To consider the October 2016 invoice from MCAP reference 16/P/010 sum: £217.50

[MCAP timesheet for October](#)

Proposed by Rolf Brindle, seconded by Andy Hinchcliffe all were in favour.

6.12 To consider an invoice from Melksham News for advertising promotion of community engagement events sum: £171 incl. VAT

[Melksham News invoice](#)

This was proposed by Andy Hinchcliffe, seconded by Nick Westbrook and all were in favour.

6.13 invoice for the hire of Shaw Hall on Sat 5<sup>th</sup> November

[Invoice for Shaw](#)

This was noted and approved as it has already been paid. Rolf Brindle proposed, Andy Hinchcliffe seconded and all were in favour.

## 6.2 Current Budget

Steve Gray stated that the current budget is £8307

## 7. Update on technical support from AECOM

Key points:

- i. AECOM are preparing a 'Points of the Compass' appraisal for Melksham Neighbourhood Plan. This is being undertaken as a component part of the Strategic Environmental Assessment (SEA) process for the Neighbourhood Plan. Melksham has gained technical support from Locality and AECOM to undertake the SEA, funded by the Department for Communities and Local Government (DCLG).
- ii. The Points of the Compass appraisal involves evaluating the environmental and social constraints to the north east, south east, south west and north west of the town.
- iii. This will be presented in an appraisal report presented through a number of themes, including: biodiversity; land and soil resources; flood risk and water resources; air quality and environmental pollution; historic environment; and landscape.
- iv. We have this week gained mapping layers from Wiltshire Council- which we will utilise for inclusion in the mapping which will be presented in the report.
- v. The full report will be available at the beginning of December.

The next steps will be for the findings of the report to inform the choice of sites on which a site assessment will be undertaken. This will be undertaken on an independent and objective basis by AECOM as part of another technical support package from DCLG.

Lorraine mentioned that Teresa had subsequently pointed out that Shaw and Whitley needed to be added to the map provided.

Nick Westbrook suggested that we have a subsequent additional section in the draft plan which picks up on point 3 (above).

## 8. Draft Neighbourhood Plan

Discussion regarding the draft Neighbourhood Plan followed, which Nick Westbrook observed is now up to version 5a which includes a foreword, executive summary and a section on town centre regeneration. This had been in version 5 but had not yet been formally submitted to the town council for adoption, although a working party had considered it and a revised version had been fed into version 5a.

Teresa had identified a number of items which were included in other Neighbourhood Plans which were not being addressed in ours. It was agreed that they should be circulated and discussed outside of the meeting.

Nick Westbrook is emailing the Canal group and the Trans Wilts amongst others asking for their support for what's written in the Draft Plan.

A sub-group has had a number of meetings since the Steering Group last met and has tightened up a number of the policies.

John Glover said that MWPC have some policies which they would like to be considered for adding. Nick Westbrook agreed that any issues can be added in.

If there are changes which come in subsequent to this, the document will be submitted to a third party consultant to assist them with producing a Regulation 14 document subject to any additions being added in at a later stage.

Nick Westbrook repeated that the Town Centre information provided by the Town Council is already in version 5a.

The meeting considered the draft version 5 which was in front of them. This incorporated all the changes that the sub group had made.

Colin Goodhind referred to the potential for Cooper Tires relocating. He wondered if the space left behind should be specifically referred to a potentially attractive riverside development. Nick Westbrook pointed out that putting words in is easy, but a defining "attractive" was more difficult. Steve Gray agreed that it needed to be a premium development. Shirley McCarthy observed that describing it as "premium" makes it sound expensive. Jo Eccleston noted that Version 5a already has a more specific reference to the riverside development.

Richard Wood observed that if the land was to be developed, a positive move for the people in Melksham would be public access along the Avon side of the river.

Richard Wood went on to ask that throughout the document we need to specifically state that we are encouraging redevelopment and be wary of suggesting that we are undertaking the redevelopment ourselves.

Rolf Brindle observed that negotiations are going ahead and are so far favourable regarding the potential relocation of Melksham Tyre Supplies on railway station land.

Richard Wood suggested that the points be re-ordered to start with short term, move on to medium term and conclude with long term.

Creating jobs and boosting the economy:

John Glover pointed out that the secure overnight lorry park (CJB8) should be sited on Bowerhill or Hampton West, and not only on Bowerhill Trading Estate. At the moment it's too specific. Richard Wood suggested that it should merely state that it should serve the needs of businesses in Melksham.

Jo Eccleston remarked that the space left by the hangars could be for a larger employers and not for smaller units.

Steve Gray asked where CJBE12 the concept of a retail park had some from. Nick Westbrook said that the town centre premises were often too small for larger businesses, and the option of a retail park such as the one they have in Street is an option that could be considered. Steve has misgivings that it would draw people away from the town centre. Richard Wood asked that the Avon Enterprise Park be included as a possible option in addition to the Cooper Avon site.

Nick Westbrook observed that it had arisen from the meeting with Superior Graphics that a substantial number of people working on the Bowerhill site are not Melksham residents.

Town Centre statement on page 18:

Nick Westbrook said that most of that section had been lifted directly from a paper that Steve Gray had presented on behalf of the Town Council.

John Glover mentioned in regard to TCR8, whether there was anything regarding the style of building development. Richard Wood said there are some very historic buildings in the town centre with a variety of styles and you do not want to impose a uniform style on that. Richard Wiltshire pointed out that the Colin Davis study is used as a reference document throughout, and that makes some very clear statements regarding style.

Colin Goodhind would have liked to have seen Town Councillors, maybe the Town Development Committee, come up with something more specific regarding what they would like to see and take a lead on this.

Jo Eccleston pointed out that Teresa would like to see a statement included regarding public art and using public money to make the town more attractive.

Shirley is a bit disappointed that there is nothing about reducing pollution and taking opportunities to reduce the amount of traffic through town. Richard Wiltshire said that Melksham should be pedestrian friendly but not pedestrianised.

Future Land Sites:

Richard Wood stated that this is the most thoroughly researched part of all. Teresa suggested that the historic Spa buildings be included as a conservation area.

Rolf Brindle remarked that the three tall buildings at the Spa are listed, the semi-detached building that was the pump rooms is listed, and Agra House is listed. Belmont was a therapy

centre and was built later but is also listed. The chalybeate well itself is below an unlisted building.

DHE and New Housing Developments:

Shirley McCarthy was hoping something should be included regarding sustainability of materials. She would like the meeting's permission to draft a form of words that could be incorporated. This was agreed to. The wording should include "to at least the current highest standards" and that future proofing should be built in.

Page 24 – Colin Goodhind was keen that we find a way of ensuring that the providers of cable boxes and similar street furniture is located in such a way that they discourage unsightly fly posting.

Shirley would like to add some points to DH3 regarding sustainability and emissions reduction of new developments (not retrofitting). This includes more renewable energy and better insulation and not only solar panels.

Colin Goodhind was keen that we include security into the design (section DH4 was suggested)

Transport and Traffic Management:

Richard Wiltshire asked that large workplace car parks be included for electrical charging points as well as public car parks.

Limiting number of New Houses:

Regarding the Wilts and Berks, Richard Wood asked whether we might set a maximum number of houses. David Pollitt observed that the figure has varied between 600 and 800.

Under section L&H4, Andy Hinchcliffe asked about the library site. It was agreed that the wording should reflect that it could be a potential retail site, and that the statement should not be restrictive.

Page 28: the Avon Enterprise Park might be mixed use.

John Glover said that he felt the Woolmore Farm site was not suitable for business use. Nick Westbrook was happy to take it out of that section.

John Glover asked that the date on the front shows 2017-2027. This was agreed to.

Nick Westbrook proposed that this document be formally accepted by the Steering group and referred to the next meeting of the Town and Parish councils and that together with the comments received they are then submitted to the appointed consultants with a view to producing a Regulation 14 document.

Nick Westbrook formally proposed this, Rolf Brindle seconded, and the proposal was carried unanimously.

PMN: [Version 6 \(compressed\) available for download here](#)

#### **9. To consider appointing an external consultant to draft the neighbourhood plan.**

Nick Westbrook observed that we agreed at the previous meeting that we were going to appoint an external consultant.

Jo Eccleston provided the meeting with details of quotes received (and some nil responses).

The preferred quote was received from Anthony Northcote of Neighbourhood Plan Co. UK.

Richard Wood proposed and Nick Westbrook seconded and all were in favour that we appoint Anthony Northcote on the basis of this quotation.

Additional funding needs to be sought, however Lorraine pointed out that if funding is applied for now it has to be spent by 31<sup>st</sup> March 2017. An action was accepted to secure a grant.

#### **10. Any Other Business**

##### **10.1 [Link to Public Participation Group report](#)**

It was noted that BASRAG are holding a Neighbourhood Plan consultation event at Berryfield Village hall on Tues 24<sup>th</sup> Jan at 6pm

The housing group had met and agreed there was a real need for a housing needs assessment. Richard Wood suggested that that particular issue is raised with David Way.

#### **11. Date of Next Meeting: 11<sup>th</sup> January 2017**

**Signed:**

**Chairman of MNPSG**

**Date:**

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

[Draft neighbourhood Plan V6 021216](#)

[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](#)

**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**