



Melksham Neighbourhood Plan

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

Date: **Wednesday 26th July 2017**
Start: **6pm**

Present:

Cllr. Richard Wood (MWPC) (Chairman)
Jo Eccleston (MWPC)
Lorraine McRandle (MTC)
Steve Gray (Clerk, MTC)
Clare Harris (Deputy Clerk, MTC)
Cllr. Tony Watts (MTC)
Cllr. Phil Alford (Wiltshire Council) (substitute for Cllr. Pat Aves)
David Way (Wiltshire Council)
Nick Westbrook (Health lead)
Rolf Brindle (Transport lead)
Colin Harrison (Business Lead)
Shirley McCarthy (Environmental lead)
Colin Goodhind (MCAP)

Notes: Phil McMullen (MCAP)

Plus two members of the public

1. Welcome & apologies

The Chairman noted that apologies had been received from Cllr. Pat Aves
(Wiltshire Council), Cllr. Richard Wiltshire (MTC), **Teresa Strange (Clerk, MWPC), Cllr. Andy Hinchcliffe (MTC). PMN: Apologies were also received from Cllr. John Glover (MWPC)**

2. Declaration of Interests and to receive Register of Interest forms

There is a standing declaration of interest in MCAP from Nick Westbrook, Shirley McCarthy, Colin Goodhind and Phil McMullen.

3. Public Participation

When Agenda Item 3 was announced, there was one member of the public in attendance, who wished only to observe. A further member of the public arrived at a later time.

4. Minutes of the last meeting

4.1 [Agree revised May 31st Minutes](#)

Nick Westbrook proposed the May minutes, Cllr. Richard Wood seconded, and they were duly signed.

4.2 [Agree June 28th minutes](#)

Rolf Brindle proposed, Cllr. Tony Watts seconded, all were in favour.

5. Matters Arising

There were no matters arising recorded.

6. Finance Report

6.1 Payments for Approval

6.11 To consider the June 2017 invoice from MCAP reference 17/P/006 sum: £261.00

link: [MCAP timesheet for June](#)

Rolf Brindle proposed, Nick Westbrook seconded and all were in favour. The timesheet was duly signed.

6.12 To consider reimbursing MCAP for the Website Domain Renewal sum: £61.88

Link: [Website invoice](#)

Rolf Brindle proposed, Colin Goodhind seconded, and all were in favour. The invoice was duly authorised.

6.3 Current Budget – Steve Gray reported the amount spent to date: £11289

7. To consider draft Site Assessment report from AECOM and agree way forward

[Site Assessment Report](#)

[Annex A](#)

Cllr. Richard Wood stated that he had received a message from Teresa Strange highlighting some points about the report, explaining there was more information that needed to be provided to AECOM regarding Townsend Farm and Woolmore Farm sites for example. Teresa recommended that the Steering group pass the document to the Housing Task Group to check for accuracy rather than approving it this evening. The Housing Task Group can then respond to the August meeting of the Steering group.

David Way said that it was important to choose sites that are available and deliverable in 5 years. It's also important to choose sites which are not just for housing. The Steering Group could just allocate sites which fit your needs at the present time; you don't necessarily need to think about the core strategy review now, you can amend your plan again in five years' time to take that into account.

Nick Westbrook said that at the May meeting, we identified a range of sites that we were putting forward, but he was surprised to see that some haven't been put forward and some which had not been previously identified do seem to have been put forward. Nick in particular doesn't understand the cluster along the eastern side, sites 6,7,8 and 9 – they seem to be saying yes to 6,7 and 9 but not to 8? It seems illogical to say three could be done and the fourth couldn't when the landowner(s) had wanted them to be included together.

Steve Gray asked David Way for clarification; are you saying we should be looking to hone down the list to just two sites that provide the benefit before going to consultation? David Way explained that he didn't believe he said to hone down to just two sites – there may be many more sites that could have community benefits that the group could consult on. We were talking about the Calne example where they did narrow the list of sites down to just two sites because they were the only two sites that offered any significant community benefits for Calne. For Melksham, if it is agreed to just consider sites that offer community benefits/infrastructure (given the exceedance of the indicative housing requirement), there may be several sites that could offer such benefits (to be established through discussions with the landowners). Such sites are more likely to get public support.

Steve Gray said in that case, what Teresa Strange has suggested has considerable merit, and we should go back to the Housing Group with a view to whittling the list down still further.

Colin Goodhind asked what happens if the Cooper Avon site becomes available during the life of the plan? The riverside sites are prime sites and we should be doing all we can to ensure they are used for the right developments. David Way suggested that we could have a specific Policy in our plan which supports a mixed use regeneration of the Cooper Avon site if it were to become available, and list the type of things which we would like to see on that site. The same could be done for the hospital site should that become available, for example.

Rolf Brindle suggested it would become part of the review of the plan. David Way pointed out that the review of the plan wouldn't happen overnight though and the planning application would happen faster than the review of the plan. There had been a general description of the mixed use we would like to see on that site which had been taken out because the site wasn't available; however this could be reinstated as a policy as it's a perfectly valid description of what we'd like to see on that site.

Nick Westbrook confirmed this was the case, and pointed out that there are a number of policies which form version 8 of the draft. There were originally too many but the list has now been cut down considerably.

Richard Wood asked if we are happy that the AECOM report goes to the Housing Group, which the meeting agreed to. It's up to the Housing Group to co-opt additional members ahead of that meeting. Nick Westbrook suggested that Cllr Tony Watts is co-opted, which Cllr. Watts agreed he could be interested in, subject to availability. The Housing Group could then report back to the August meeting as planned. David Way reiterated that there needs to be a clear set of criteria used which treats each site equally when considering which sites do not go back to AECOM.

8. Update from Health & Wellbeing Task Group

Nick Westbrook reiterated that the Health and Wellbeing Task Group had done a lot of work regarding the provision of health provision in the Melksham area. He updated the meeting by announcing that The Wiltshire CCG governors met on 25th July to consider what provision was necessary for a catchment area which included Chippenham, Melksham, Trowbridge, Bradford on Avon and Corsham. They have come up with a strategic outline case which looks at all the needs.

Link to [Strategic Outline Case](#)

The conclusion they have come to is that there is a significant shortfall in the estate to provide the range of services that they want to provide. The option which stands out is Option number 11.

This is for a new hospital "hub" to cover the whole area – a traditional community hospital. This will be backed up by three urgent treatment centres, plus increased primary capacity. At this stage they are in no position to make any proposal regarding location, however at least one of the urgent treatment centres will be in Trowbridge, and the hospital hub cannot be in Trowbridge. All three of the current community hospitals are declared not fit for purpose and not capable of delivering the required transformation.

Officers have been given to the end of September to come up with a timetabled programme. They are redeveloping services and they are looking at what will be the right estate to deliver those services.

The least we can hope for in Melksham is for an Urgent Treatment Centre. However, the Neighbourhood Plan Health Working Group have identified and suggested sites in the Melksham area which we believe have the potential for use for health and related purposes.

The hospital hub will be a 24/7 hospital with in-patient and out-patient services, maternity services and emergency treatment services. It will either go to Melksham or to Chippenham. We have already identified a potentially ideal site here in Melksham, and they are very keen to work closely with us.

Nick Westbrook suggested because the document is now in the public domain, it was reasonable for Melksham Without Parish Council to be speaking with the landowner regarding the potential site. David Way agreed, saying it was reasonable to ask the landowner if they would be interested in it being used as a location for a new hospital. It was important however to show that we have considered other sites as well.

Cllr. Phil Alford asked who we need to be influencing. Nick Westbrook stated that the decision rests solely with the trustees of the CCG.

Nick Westbrook asked for authority to talk to the CCG consultant, which was agreed to.

9. To consider format of Site Allocation consultation

Clare Harris stated that she had approached three different companies in order to undertake a consultation exercise here in Melksham. Only one of these had submitted a formal quotation.

Board members were passed a copy of a written quotation for the delivery of a Housing Sites Consultation by Lemon Gazelle CiC.

Colin Goodhind observed that the stated definition of “Led by Melksham Town Council and the Steering group” needed to be corrected as a matter of urgency.

Steve Gray said there’s considerable merit in this sort of exercise. We have the opportunity for grant funding as well.

Nick Westbrook asked David Way whether we had to do a consultation purely on housing or whether we could expand it to consider what we do with the Cooper Avon and the hospital sites. David Way agreed with this. The issues can be included in the consultation workshop events.

Clare Harris confirmed that in Calne, Lemon Gazelle had taken care of the workshop events as well as online surveys. There were several separate consultations. They also undertook events both within and without. They came back with a detailed analysis, an example of which was also passed around. Link: [Example from Calne](#)

Rolf Brindle said that he considered that of the past consultations in Melksham, the one in the Town Hall had been the most successful.

Jo Eccleston said that a consultation should be undertaken at the Melksham Oak.

Cllr. Richard Wood said that the general principle was approved. Is it the wish of the steering group that we commit to Lemon Gazelle? Nick Westbrook further proposed that we put in an application for funding. Colin Goodhind seconded and all were in favour with no abstentions and no votes against.

10. To consider response received from Wiltshire Council on housing need statistics

Affordable housing statistics were noted by the meeting. No response is required at this time.

11. Verbal Report from Officer Working Group

Clare Harris confirmed that the Officer Working Group meeting took place two weeks ago. Anthony Northcutt has been invited to attend in August. There was discussion about appointing a company to undertake a site allocation consultation which has since been overtaken by events.

12. Update on Timeline of Events

Link: [Indicative Timeline](#)

It was agreed that the proposed timeline is currently being adhered to reasonably successfully.

13. Presentation from officers following Training Session at Bath Guildhall (deferred from February meeting)

On Wednesday 25th January 2017 B&NES and Mendip Council hosted a Neighbourhood Planning event in the Guildhall in Bath for Parish and Town Councils across the South West. A brief report had been submitted to the MNPSG meeting held later the same day. See [Minutes 25th January 2017](#)

Jo Eccleston noted that what had impressed Teresa Strange the most was that we have a lot of information gathered from consultations, but that isn't actually evidence – it's public opinion and aspirations.

Shirley McCarthy said she had concerns over how far we have to provide consultative scientific evidence and how much we rely on the consultants. The Town and Country Planning Association have expressed concern over the lack of content addressing climate change issues in some Parish and Neighbourhood Plans to date. Mitigation matters such as building materials used are largely absent. Shirley wondered whether we should be coming up with better words than we already have? David Way said that the Wiltshire Core Strategy has policies on climate change. It's not something you have to tackle in your neighbourhood plan, but if you want to have something in there you can of course do so.

It was noted that the Herman Miller factory is an exemplar of how things could and should be done in the community.

14. Any Other Business

Lorraine McRandle raised the subject of the website. A working group meeting had been chaired by Colin Goodhind, and a framework of what they believe will be effective can be presented to the August meeting. Colin Harrison was at the meeting and gave some useful input regarding what might instantly engage people who looked at it. He had spent some time looking at other Neighbourhood Plan sites.

Good use could be made of video technology for example, which would save looking through pages and pages of text.

The next step would be to establish a brainstorming session and mind-map the ideas that people have. The navigation of the site is all important.

Cllr. Richard Wood observed that we need to incorporate the website redevelopment into the timeline.

There will be a report made to the next meeting (30th August 2017)

Cllr. Richard Wood formally welcomed Colin Harrison onto the Steering Group as the business representative, seconded by Nick Westbrook, all were in favour.

Congratulations were passed to David Way who is getting married on 12th October.

15. Date of Next Meeting of Steering Group: August 30th 2017

Clare Harris submitted her apologies ahead of this meeting.

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

Meeting closed 8pm

Signed:

Chairman of MNPSG

Date:

Links to supporting documentation and relevant sites of interest

[CCG GOV/17/07/10 Strategic Outline Case \(SOC\) for Chippenham, Melksham and Trowbridge](#)

<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](#)

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