



Melksham Neighbourhood Plan

Steering Group Meeting

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

Date: Wednesday 20th March 2015

Start: 6pm

Present:

Melksham Without Parish Council: Cllr Paul Carter; Cllr John Glover; Teresa Strange (Clerk)

Melksham Town Council: Cllr Terri Welch (from 6.20pm); Stephen Gray (Clerk)

Health in the Community: Nick Westbrook

Environment: Rolf Brindle

Melksham Community Area Partnership (MCAP): Colin Goodhind

Melksham Area Board: Cllr Dave Pollitt

Wiltshire Council: David Way

Agenda

- 1. Welcome and Apologies**
- 2. Declarations of Interest**
- 3. Public Participation**
- 4. Minutes of the Previous Meeting**
- 5. Matters Arising**
- 6. Payments for Approval**
- 7. Delivery Sub Group**
- 8. Task Groups**
- 9. Review of the Draft Sustainability Scoping Report**
- 10. Website**
- 11. Any Other Business**
- 12. Date of Next Meeting**

1. Welcome and apologies

The Steering Group noted the apologies received from Cllr Richard Wood; Mr Paul Walsh; Mr Tom Roach and Mr Phil McMullen.

The Steering Group welcomed Cllr Dave Pollitt who would henceforth become a member of the Steering Group in the capacity of a representative of the Melksham Area Board.

Appointment of Chair for the Meeting: Apologies had been received from the Chair Cllr Richard Wood who was unable to attend the meeting due to illness. In the circumstances the Steering Group elected Cllr Paul Carter to chair this meeting of the Joint Steering Group.

2. Declaration of Interests

Colin Goodhind's interest in MCAP and Nick Westbrook's interest in MyCommunity were recorded as a standing item. In addition, Nick Westbrook declared an interest in Agenda Item 6: Payments for Approval.

3. Public Participation

There were no members of the public present at the meeting.

4. Minutes of the Previous Meeting

[Minutes of the last meeting held on 29 April 2015](#): It was clarified that the reference to attendance of a Trade Union Representative from Cooper Tires at the launch event, referred to on page 6 of the minutes should read "...but there had been attendance by a trade union representative" and not "but there had been attendance by their trade union representative".

With the incorporation of this amendment the minutes were accepted and approved as a true record and were accordingly signed by the Chair of the meeting.

5. Matters arising from the Minutes

a) Task Groups Next Steps (Item 8f): Nick Westbrook explained that he and Colin had been unable to progress a meeting with staff at Melksham Oak as yet given the demands on teachers' time during the current exam period

b) Apologies (Item 1): In the light of the recent resignation of Deborah Hendon-Jones it was suggested that the Melksham & District Historical Association could be approached for a nominee to join the Steering Group. **Action: Phil McMullen to approach the Melksham & District Historical Association.**

c) Melksham Link – Wilts & Berks Canal (Item 5a): Discussion ensued on the pinch points identified on the safeguarded proposed canal route and in particular whether a recently erected fence had encroached on land identified for the canal development. Teresa Strange advised the meeting that the Enforcement team at Wiltshire Council had suggested there was no issue with the erection of the fence but that this view was not shared by the Canal Trust. In addition, Selwood Housing and the New Inn also had an interest in land that may have been encompassed with the newly erected fence. It was noted that this situation should be clarified and any appropriate remedial actions taken to ensure that development of the proposed canal, which is a defined core policy within the Core Strategy, would not be encumbered. **Action: Teresa Strange to liaise with the Enforcement Team at Wiltshire Council; Wilts & Berks Canal Trust and Selwood Housing seeking clarification on the newly erected fencing and emphasising the Steering Group's view that this matter should be resolved without delay.**

6. Payments for approval

[An invoice from MCAP Ref 15/P/04 in the sum of £178.48](#) was presented for approval. Rolf Brindle moved that payment should be approved which was seconded by John Glover. **Resolved: To approve the invoice for payment and for the Chair of the meeting to sign the invoice accordingly.**

Teresa Strange pointed out that the protocol for submitting, approving and settling invoices needed to be clarified. Invoices should not be addressed to the Neighbourhood Steering Group which was not a bankrolling entity and nor should MCAP be expected to assume responsibility for settling invoices on behalf of the Neighbourhood Plan and then seeking reimbursement. Additionally, given that invoices were settled by Melksham Town Council in the first instance it was important that they were addressed for the attention of the Town Council to ensure the integrity of VAT recovery. **Action: That all invoices should be marked for the attention of Melksham Town Council with a reference to Neighbourhood Plan within the address. Invoices would then be subject to approval of the Joint Steering Group and signed by the Chair prior to payment being made.**

Steve Gray stated that he had become aware that a previous invoice submitted by MCAP had understated the hours worked and monies due. Given that this had been mistakenly presented by MCAP, Phil McMullen had acknowledged his acceptance of payment in respect of the understated invoice. In the circumstances, and recognising his significant contribution to the neighbourhood planning process to date, it was suggested that Phil should be invited to present a supplementary invoice to a future meeting in respect of the difference between the correct invoice and the invoice as

presented. **Action: That Phil McMullen be invited to present a supplementary invoice for consideration at a future meeting.**

Post minute note by Phil McMullen:

The MCAP invoice for February which was presented to, agreed and signed at the March steering group meeting, and which was linked from the minutes, was [this one](#) ref. 15/P/002 for £261.99

However, I incorrectly sent the Town Council for payment an earlier draft copy of the invoice for the same month, which (a) had an old reference of 14/P/009 and (b) didn't include the Scoping Report work undertaken on the last day of February, so was for an incorrect total of £174.99. [Copy attached.](#)

Difference: £87.00

[Supplementary invoice dated 26 May 15 attached](#)

(to be submitted to the June Steering Group meeting)

David Way asked if the Steering Group had sought grant funding of up to £8k which was currently available to support neighbourhood planning initiatives. It was clarified that detailed information would need to be provided in applying for these grant monies and that specific eligibility criteria would need to be satisfied. **Action: That Phil McMullen be requested to explore the availability of grant funding and, if appropriate, draft an application on behalf of the Melksham Joint Neighbourhood Plan for consideration by the Steering Group.**

7. Delivery Sub Group report

Nick Westbrook stated that a report on the Open House Launch event held on 27th and 28th March had been featured in Melksham News and the Bowerhill and Shaw and Whitley newsletters.

Nick provided an updated illustrative action plan of engagement activities which had been revised to recast the timeframe for the input of issue based task groups until later in the year. Nick also presented a draft Task Group Briefing Document for consideration. **Action: That all Steering Group members review the draft Task Group Briefing Document and revert to Nick with any suggested amendments before the next meeting. Teresa Strange to send an electronic copy to members in order that any suggested changes can be tracked and readily identified.**

It was acknowledged that secretarial support may be required by the respective task groups and that it was absolutely essential that a central administrative facility was provided to co-ordinate and administer evidence base documentation. It was suggested that this would be best undertaken by Phil McMullen if possible. **Action: To ask Phil McMullen if he would be willing and able to administer and co-ordinate these activities.**

7.1 Seend Parish Council: It was reported that Seend Parish Council were considering preparing their own Neighbourhood or Parish Plan and had requested a report and feedback from the Open House Launch event to guide their consultation and engagement processes. **Action: That Nick Westbrook, on behalf of the Melksham Joint Neighbourhood Plan Steering Group, would attend a meeting at Seend on 21 May 2015.**

8. Task Groups

David Way pointed out that the Task Groups should be led by persons who have knowledge and understanding about the Neighbourhood Planning process. The Task Groups would be required to provide detailed and informed input to the Neighbourhood Plan and must be cognisant, for example, of national planning policy and the Wiltshire Core Strategy with which the Neighbourhood Plan must accord. David suggested that Steering Group members would therefore be ideally placed to lead the Task Groups. It was acknowledged that Task Groups would need to work within the established planning framework; liaise with appropriate statutory bodies; seek informed opinion; and research relevant evidence bases to ensure their contribution to the plan would be enlightened and pertinent. **Action: Nick Westbrook to incorporate the need to recognise these facets within the Task Group Briefing document.**

It was pointed out that contact details had been taken at the Launch Event and that it was intended to keep people informed as to the progress of the Plan and the opportunities for future involvement and engagement. Given the need to identify members and potentially Leads for the respective Task Groups it was suggested that an email should be sent to those persons who had provided contact details, and Town and Parish Councillors, inviting them to register an interest in serving on a Task Group. **Action: That Nick Westbrook and Phil McMullen would draft an appropriate email inviting participation on the Task Groups and identifying a date and time for a briefing meeting for those interested. Teresa Strange and Steve Gray would arrange for this to be circulated to Councillors also.**

It was reported that Graham Ellis, John Hamley and John Glover had all been identified as potential members of the Transport Working Group, whilst Richard Wood was scheduled to meet with Sarah Cardy on 21 May 2015 to gauge her willingness to participate on and possibly lead the Housing Task Group. Davina Griffin had however politely declined the opportunity to become involved.

9. Review of the Draft Sustainability Scoping Report

David Way suggested that the Draft Report was very good and certainly adequate to meet the requirements for SEA for a neighbourhood plan. David had suggested some minor amendments which he had indicated electronically. David pointed out that the document would form the basis of the next stage in relation to sustainability evaluation and would help to assess the impacts of the Plan; what mitigation measures might reduce those impacts; and what other options had been considered as part of the approach to sustainability.

Nick Westbrook pointed out that the Scoping Report was still in draft form and required proof reading to ensure that factual inaccuracies could be corrected. It was noted that the housing requirement figures for example did not accord with the approved Core Strategy. **Action: That Phil McMullen would incorporate David Way's observations into the report and that all Steering Group members should critically proof read the report and advise Phil McMullen of any factual inaccuracies.**

When the requisite amendments had been made David pointed out that consultation could take place with the three designated statutory bodies and such other organisations as the Steering Group might deem appropriate.

10. Website

Progress: Nick Westbrook described and illustrated the new Neighbourhood Plan website and the proposed pages which would comprise: Page 1 – Basic information, latest news and calendar of events, map and on line interaction Page 2 – Information and news and opportunity for interaction appertaining to the five task groups. Page 3 – A documents library providing open and transparent access to relevant documentation.

Members complimented Nick on the design and layout of the website. Discussion ensued on who would maintain and update the website and it was agreed that Phil McMullen would be the ideal person for this task. **Action: To ask Phil McMullen if he would be willing and able to manage and administer the web site.**

Documents for the website. A request had been received from medical practitioners who wished to view the comments relating to health and well being that had been received during the Open House engagement event. It was noted that the comments received at the recent consultation event would be posted on the website and would therefore be in the public domain and that medical practitioners, or indeed any other interested parties, would be able to view the comments should they so wish.

11. Any Other Business

As regards the editing of the video produced at the Open House Launch event, discussion ensued on when this could take place. **Action: Colin Goodhind to liaise with Richard Wood in the first instance to determine his availability and in light of that to propose a suitable date to get together with Nick Westbrook and Phil McMullen to undertake the editing.**

12. Date of Next Meeting

The next meeting would be held at 6pm on 24th June 2015 at Crown Chambers. Given that other events were also being held that evening it was suggested that the meeting be subject to a shortened and more focused agenda.

Meeting closed at 8.07pm

Signed:

Chairman of MNPSG

Date:

Links to supporting documentation and relevant sites of interest

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

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

[Preparing a Sustainability Scoping Report http://tuq.in/MNPSG](http://tuq.in/MNPSG)

[Calne's Community Neighbourhood Plan http://bit.ly/17gj6tq](http://bit.ly/17gj6tq)

[Draft Scoping Report](#)

[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