



MELKSHAM
NEIGHBOURHOOD
PLAN

TEMPORARY LOGO

Melksham Neighbourhood Plan

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

18:00 Wednesday 25 March 2015

Present:

Cllr. Richard Wood (Chairman) (MWPC)
Nick Westbrook (Health in the Community)
Cllr. Terri Welch (MTC, and Mayor of Melksham)
Cllr. Rolf Brindle (MWPC) (Environment and Climate Change lead)
Colin Goodhind (Melksham Community Area Partnership)
Teresa Strange (Parish Clerk MWPC)
Debbie Hendon-Jones (Historic and Built Environment)
David Way (Wiltshire Council Spatial Planning Team)
Lorraine McRandle (MTC)
Miriam Zaccarelli (MTC)
Paul Carter (MWPC)

Notes: Phil McMullen (Melksham Community Area Partnership)

Apologies:

Steve Gray (Town Clerk MTC)
Cllr. John Glover (MWPC)
Paul Walsh (Development Director at Selwood Housing)
Tom Roach (Business)

AGENDA

1. Welcome and apologies
2. Declaration of Interests
3. Public Participation
4. [Minutes of the last meeting](#) (held 25 February 2015)
5. Matters Arising
6. Payments for Approval
7. Delivery Sub-Group report including Open House event 27th 28th March
8. Consideration of the draft Draft Scoping Report
9. Site Allocations DPD, including the relationship of the DPD and Neighbourhood Plan, and the sharing of both the Town and Parish Council's responses to the consultation (including the site specifics)
10. Date of Next Meeting **22nd April 2015**

1. Welcome and apologies

Richard Wood welcomed everyone to the meeting. Phil reported that Apologies had been received from Steve Gray (Town Clerk MTC), Cllr. John Glover (MWPC), Paul Walsh (Housing) and Tom Roach (Business)

2. Declaration of Interests

Colin, Phil and Nick Westbrook's interest in MCAP and Nick's interest in MyCommunity were recorded as a standing item. Colin said he was declaring an interest in the Open House event in that his son Alex was undertaking business on behalf of the group.

3. Public Participation

There was no public representation at the meeting.

4. Minutes of the last meeting (held 25th February 2015)

[Draft February Meeting Minutes](#)

Nick proposed and Rolf seconded that the minutes were a true record and Richard Wood signed a copy accordingly.

5. Matters Arising

There was a lengthy discussion concerning Area Board representation at Steering group meetings. An officer had been offered; Richard however said we had taken advice and that an elected Area Board representative should be invited to attend the meetings.

There were no further matters arising from the previous minutes.

6. Payments for Approval

Two Payments had been submitted for approval, MCAP's invoices for the months of January and February 2015.

Ref. 15/P/001 January 2015:

Total Hours: 18 at £14.50 p/h Total: £261.00

Receipted Expenses: £1.10

Travel Costs: £7.00

Total payable: £269.10

Ref. 15/P/002 February 2015:

Total hours: 17 at £14.50 p/h Total: £246.50

Receipted Expenses: £29.99

Travel Costs: £0.00

Total Payable: £261.99

Paul Proposed and Rolf seconded that they be paid. 5 voted in favour and none against.

[January 2015 invoice](http://bit.ly/1FwAmG4) <http://bit.ly/1FwAmG4>

[February 2015 invoice](http://bit.ly/1L1pTps) <http://bit.ly/1L1pTps>

7. Delivery sub-group report (including report on launch event to be held on 27th and 28th March)

[Notes of a Delivery Sub-Group meeting held at 29 Sandridge Rd on 10th March 2015](#)

A new logo from Ruth Balnave had been received and considered. This was approved by the group and was to be run in conjunction with the existing logo.

Ruth's contact details:
ruthbalnave@gmail.com
Telephone: 01380 828704
Mobile: 07770 737847

Ruth was to be contacted and thanked for her excellent efforts.

Nick brought the meeting up to speed with publicity efforts to date regarding the Open House event. It had been decided that the advertising budget would be better spent at a later date. There has however been a lot of social media activity, both councils have been busy with this, and written letters had also gone to the major employers. Phil had spoken with BBC Wiltshire, who hoped to send a representative.

There had been a long discussion about the layout of the event in the Assembly Hall on the day. It had been decided to concentrate efforts on that one building. The assumption had to be that Malmesbury would be unable to do a presentation.

David Way's proposal was that the Steering Group should now have the confidence to speak to the community about neighbourhood Planning. He was to give the Wiltshire presentation including the CIL, the Core Strategy, the land use DPD and an overview of Neighbourhood Planning in Wiltshire generally, including the SHLAA sites.

Richard was asked to do an introduction on behalf of the group and the Parish Council, and Terri to speak on behalf of the town. Richard was anxious that we consider Melksham as a whole as part of the Neighbourhood Plan, and not a community divided by two councils. Teresa stressed that it was also important to be very clear that the boundary is not the same as the Area Board's community area. It includes Shaw and Whitley and Beanacre, but not Broughton Gifford for example.

Timings for the event:

Hall open at 12

Public come in at 2pm

Brief welcome from Richard at 5pm (5 mins)

Broader Wiltshire perspective of planning from David Way (15 mins) with Powerpoint

Terri offered to define the area that's being talked about, and talk about the two councils working together (5 minutes)

A canter through the Neighbourhood Plan process, emphasising it's a community led programme, and next steps by Nick

There would be a Q&A session after that.

Miriam offered to use her laptop to base the presentations around

Colin reported that Lighting, power, sound and filming plans for Friday were in place. Alex will provide an assortment of extension leads so exhibitors are not restrained by fixed wall socket positions. Alex will also set up a fixed/hand mic. just in front of the stage plus a roving mic. all on the hall's system.

Melksham Oak and Melksham TV weren't able to help with filming so Roger Calcutt of [Wiltshire Media](#) will film the opening address(es) at 5pm for approx 30 minutes then edit and supply to Alex for running through Saturday on main projector and screen. Estimated costs: Alex Goodhind £250 Roger Calcutt £250

Nick explained there is a small theatre area, with screens around a centre circle. Each screen has information on it.

Nick ran through the draft posters which people would be able to get involved with.

There would be series of workshops and community events giving people from the local area the chance to come along and talk about issues. Six task groups were identified as being required: **Housing, Employment & Economy, Health & Wellbeing, Transport, Education & lifelong learning and Environment.**

Teresa agreed to bring the SHLAA sites map, Miriam agreed to print the A3 posters.

Phil could bring some tea and coffee, Terri could purchase extra supplies as required.

Any expenses can be invoiced via the Community Area Partnership's monthly invoice.

David Way said it would be beneficial if our plan looked as far ahead as 2026 rather than 2025 as it would then tie in with the Core Strategy. Debbie said she agreed with this. Debbie went on to say it would be raising people's expectations unfairly if we discussed things which were beyond our control, i.e. unrelated to land use.

It was agreed that we have to concentrate on land use issues.

It was agreed that any questions could be removed or added in during the next 24 hours.

Nick said we are asking to start conversations and engage with the public at present. It's down to the task groups themselves to go into a greater level of detail and get to grips with the issues.

Debbie asked that the posters be reworded so they do not ask questions.

Nick said that some of the land use references were fairly tenuous, but they The group worked through the various posters checking the wording.

On education, the title should be changed to education not employment needs, and there should be something included about lifelong learning, and to include primary as well as secondary schools. Health and leisure should include pharmacy but take out No. 6.

Employment, take out Cooper Tires and again No. 6

Transport should include cycling and walking.

Environment, the canal route had already been safeguarded.

An additional question to be added, do you support building housing to facilitate the Melksham canal link.

Colin had said it would help if we had a map available at these meetings which shows the Neighbourhood Plan area. There was an assumption that Wiltshire Council would have maps available. Wiltshire Council had written as follows:

“We can supply maps but struggle with the resources we have in the team and the sheer number of requests we get for maps. We ask that Neighbourhood Plan groups first try to use the ordnance survey and environment agency links below where they can produce maps. Ordnance Survey are providing more information for town and parish councils at <http://www.ordnancesurvey.co.uk/business-and-government/public-sector/parish-communities/index.html> . Software for mapping can be obtained from <http://www.ordnancesurvey.co.uk/business-and-government/public-sector/mapping-agreements/software-for-our-products.html> and further guidance for Parishes can be found here <http://www.ordnancesurvey.co.uk/business-and-government/public-sector/parish-communities/guidance.html> .

Another very useful mapping website that is often used is MAGIC <http://magic.defra.gov.uk/> where you can also produce and print maps using a variety of layers.

We can provide maps to groups but ask that you sign up to the PSMA (Public Sector Mapping Agreement – <http://www.ordnancesurvey.co.uk/business-and-government/public-sector/mapping-agreements/public-sector-mapping-agreement.html>) and provide your copyright reference to us so that we can include on any maps produced. Some of you may have already signed up for this.”

8. Consideration of Draft Scoping Report

[Copy of report](#)

Paul voted thanks to Phil for producing what he believed to be an excellent document, which the Chairman echoed. The meeting was in agreement that it was a potentially very useful piece of work.

David Way reiterated that it's not an evidence based document for the Neighbourhood Plan itself; it's an evidence based document for the *Sustainability Appraisal*, which incorporates the Strategic Assessment. Needless to say however, a significant amount of the text and graphics in the document would inform what was to follow.

9. Site Allocations DPD, including the relationship of the DPD and Neighbourhood Plan

Steve Gray had asked at the last meeting if MWPC had a view on the DPD consultation. David Way of Wiltshire Council wrote as follows:

“the importance for us of having to maintain this 5-year land supply because if we cannot continue to show this throughout the Core Strategy period to 2026 we are at risk of speculative development in locations that no-one would have chosen. This is where the Housing Sites DPD is important by showing where these future housing sites will be.

I would definitely recommend that Melksham continues with the neighbourhood planning process because selecting housing sites is only one part of what a neighbourhood plan can do. There are so many other issues that it can influence. However, if the steering group want to focus on housing site selection over the next few months you will still be able to influence the Housing Sites DPD both as the qualifying body and as town and parish councils through consultation on the DPD. Also, if you can produce evidence gained through the neighbourhood plan process that highlights why certain sites would have greater benefits than others, following the site assessment methodology of the DPD, this could also influence our decisions

on which sites to choose.

I've attached a paper which accompanies the current consultation and there is some additional explanation about the role of neighbourhood plans in paras 3.13 – 3.17. It explains that where neighbourhood plans have reached the examination stage, we are not proposing to allocate any sites in those areas but where plans are not so advanced we will have to consider allocating sites."

[Wiltshire Council Housing Site Allocations Development Plan Document \(DPD\) http://bit.ly/18oqcgK](http://bit.ly/18oqcgK)

Rolf suggested that we need the public's view on the subject rather than discuss it at length. Teresa said it was included here in order to share both the Town and Parish Council's responses to the consultation (including the site specifics). Lorraine handed round a copy of the Town's official response to the consultation. Their favoured option was option 2, but it was noted that none of the sites are actually in their area. The Parish council's response was to favour option C which excluded the potential conjoining of Bowerhill and Melksham.

Teresa suggested that both councils share a response.

10. Date of Next Meeting

The next meeting has been re-scheduled to take place on **22nd April 2015** at 6pm

Links to supporting documentation and relevant sites of interest

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

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

www.rsnonline.org.uk_RuralChallenge2015.pdf

[Spotlight on Rural Health http://tuq.in/8G5e](http://tuq.in/8G5e)

[Application for Designation of the Corsham Neighbourhood Area http://tuq.in/eza6](http://tuq.in/eza6)

[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)

[Wiltshire Council Housing Site Allocations Development Plan Document \(DPD\)](http://bit.ly/18oqcgK)

<http://bit.ly/18oqcgK>

[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