



Melksham Neighbourhood Plan

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

Date: **Wednesday 25th October 2017**
Start: **6pm**

Present:

Cllr. Richard Wood (MWPC) (Chairman)
Jo Eccleston (MWPC)
Lorraine McRandle (MTC)
Steve Gray (Clerk, MTC)
Rolf Brindle (Transport Lead)
Cllr. Pat Aves (Wiltshire Council)
Colin Harrison (Business Lead)
Colin Goodhind (MCAP)
Cllr. Tony Watts (MTC)
Cllr. Alan Baines (MWPC)
Nick Westbrook (Health Lead) (part of meeting)

Notes: Phil McMullen (MCAP)

Plus two members of the public

1. Welcome & apologies

Cllr. Richard Wood welcomed those present to the meeting.

Phil McMullen reported that apologies had been received from Teresa Strange (MWPC), Clare Harris (MTC), John Glover (MWPC), Shirley McCarthy (Environmental lead), Richard Wiltshire (MTC)

2. Declaration of Interests

There is a standing declaration of interest in MCAP from Nick Westbrook, Shirley McCarthy, Colin Goodhind and Phil McMullen. There is a standing interest in Young Melksham by Teresa Strange, with reference to any discussions concerning the Canberra Youth Centre.

3. Public Participation

There were two members of the public present, who wished only to observe.

4. Minutes of the last meeting

4.1 Agree minutes of 27 September 2017

Adoption of the Minutes was proposed by Cllr. Richard Wood, seconded by Rolf Brindle. All present were in favour and the Minutes were duly signed.

Steve Gray asked that the meeting noted the bereavement of Cllr Andy Hinchcliffe, formerly a member of this Steering Group. A minute's silence was observed.

5. Matters Arising

Jo Eccleston confirmed the dates of the two consultations, on Friday 10th (at the Christie Miller Centre on Bowerhill) and Saturday 11th of November (at the Guide HQ adjacent to Waitrose's in Melksham)

6. Finance Report

6.1 Payments for Approval

6.2 To consider the September 2017 invoice from MCAP

Approval of the invoice was proposed by Cllr. Richard Wood, seconded by Rolf Brindle. All present were in favour and the invoice was duly signed.

6.3 To consider the September 2017 invoice from Lemon Gazelle

Approval of the invoice was proposed by Cllr. Richard Wood, seconded by Colin Goodhind. All present were in favour and the invoice was duly signed.

6.4 To approve invoice to Melksham Independent News

Jo Eccleston stated the bill had not been received but that she had been advised that it would be £285 plus VAT.

Approval of the invoice was proposed by Rolf Brindle, seconded by Colin Goodhind. All present were in favour.

6.5 To note MWPC expenditure on land registry searches

Jo Eccleston stated that 27 searches had been undertaken at £3.00 each. It was proposed that MWPC deduct the sum from their next invoice and provide a cover note to MTC.

Approval of the invoice was proposed by Colin Goodhind, seconded by Rolf Brindle. All present were in favour.

6.6 Current Budget: Steve Gray stated that the amount spent to date was £12163.00

6.7 The meeting noted that the Locality grant has been confirmed. The sum awarded was: £10,325.

7. Public Consultation

7.1 To note letter sent to developers

The meeting noted the letter which had been sent to developers, a copy of which was circulated to those present.

7.2 To note criteria for selecting developers to write to (updated further to meeting with David Way, Wiltshire Council)

Teresa and Lorraine had met with David Way on 3rd October. There had been three new SHLAA sites confirmed. A map was presented to the meeting explaining the location of the three sites.

Lorraine further explained that during the meeting with David Way, some small changes to the criteria had been suggested and agreed to. A copy of the updated criteria was distributed to the meeting.

The meeting was in approval of these amendments.

7.3 To note update from Jo Eccleston on number of developers who have taken up the invitation to meet with members of the Steering Group.

A copy of the letter sent by Lemon Gazelle was circulated to the meeting.

Jo Eccleston explained there had been 15 responses over 20 sites in total.

Officers went through the list of responses received.

Jo Eccleston reported that Lemon Gazelle had recommended that we accept the approaches received to date, including those which had been received after the cut-off date of 22nd October but ahead of the meeting held this evening, 25th October 2017. This approach was agreed to by those present.

7.4 To agree date, time and venue for meeting developers (w/c 30th October)

Jo Eccleston proposed that the meetings took place Wednesday 1st and Thursday 2nd November. It was agreed that the meetings could take place in the MWPC offices, with a waiting-room established in the Town Hall.

Nick Westbrook proposed that developers were invited to submit any electronic presentations ahead of the meeting.

A start time of 1pm was proposed by Steve Gray, ending at 5pm. This was agreed to by those present.

7.5 To agree Panel of members to meet with developers

It was agreed that between three and five panellists were needed.

Jo Eccleston offered to take notes.

Another two officers, one from each of MWPC and MTC, could be on hand.

Cllr. Richard Wood and Nick Westbrook volunteered. Cllr. Tony Watts also expressed an interest in being a part of the panel.

Nick Westbrook proposed that the interviewers meet over a coffee beforehand.

7.6 To agree interview questions for meeting with developers

Cllr. Richard Wood explained that the purpose was to try to understand what the developers want to do with the site(s) and to establish what community benefits they

can bring over and above the statutory obligations. We had to be very careful to ask each developer the same questions.

Nick Westbrook expressed an interest in learning what the potential short, medium and longer term development potential was of each site.

Steve Gray underlined the fact that Melksham has already reached our housing numbers threshold so developers and landowners need to understand that what we are primarily interested in is community benefit. Cllr. Richard Wood stated that he is looking forward to hearing some creative ideas from developers in terms of what community gains they are potentially offering.

Jo Eccleston pointed out that the bullet points in Lemon Gazelle's letter to developers all needed to be addressed: location, capacity, timescale, housing type, social housing provision, and proposed community gains.

Cllr. Richard Wood expressed the opinion that the further question should be asked, Would you countenance any other use for your land apart from housing?

Nick Westbrook proposed that we simply ask about timescale, proposed community gain, and the potential for land use other than housing. We would expect the other questions to be covered in the presentation.

Colin Goodhind proposed that we get Lemon Gazelle's agreement before proceeding. This was agreed to by those present.

Jo Eccleston asked whether it was acceptable to leave questions open ended and invite further clarification at a later date. Cllr. Richard Wood agreed we would be happy in principle, and all were in agreement.

7.7 To agree scope of public consultation (just housing sites or wider scope)

Cllr. Richard Wood said that although the public consultation events would primarily be focussed on housing there needed to be some scope for also talking about the other issues [health, business, transport, environment and education].

Nick Westbrook said it was legitimate for us to state that developers have come forward with proposals for particular sites.

Cllr. Wood concluded that we need to consult further with Lemon Gazelle before arriving at a decision.

7.8 To note half page advert for public consultation in Melksham News issue 26th October and to approve repeat for issue 9th November

A copy of the advertisement appeared in the Melksham Independent News published today (25th October) and it would appear again on the 9th.

7.9 To note venues chosen and booked for public consultation

Jo Eccleston confirmed the dates of the two consultations, on Friday 10th 4 until 7 at the Christie Miller Centre on Bowerhill and Saturday 11th of November 11.30 to 2.30 and the Guide HQ adjacent to Waitrose's.

8. To decide on way forward with selecting sites to potentially designate as “Local Green Space”

Lorraine explained that officers are still sifting through the sites. David Way explained that sites need to meet the guidelines in the Core Strategy and the National Planning Policy Framework.

Jo Eccleston asked if we wanted to consult on the sites at the public consultation. Lorraine McRandle said there is still a great deal of work to do to complete this so maybe it could take place at a later public consultation?

We could show the public a list of the existing protected sites and ask them for comment. We could also ask for more information regarding public green spaces from those present.

The meeting agreed to ask Lemon Gazelle for further advice on the scope of the public consultation.

9. To receive an update from the Website Working Party

Colin Harrison explained he had undertaken some investigative work. He proposed a website front end which would cost very little. He circulated for discussion a proposal covering the suggested website home page and video headings and topics.

Colin Goodhind asked that Steering Group members give some thought into the headings and the dates.

The survey would be going live on the 10th November so an online link would be needed then.

10. To note documentation agreed by Melksham Town Council and Melksham Without Parish Council

10.1 Revised Terms of Reference

The meeting noted the proposed revision.

10.2 Designation application for revised boundary (submitted to Wiltshire Council)

The meeting noted the resolution of the revision (the common land between Melksham and Broughton Gifford).

11. To consider a proposal from Colin Goodhind on the subject of abstaining and voting against issues at Steering Group meetings

Colin Goodhind expressed concern that abstaining from voting at Steering Group meetings was not constructive. As a steering group we should be coming to unanimous decisions together. We ought to set out to agree a compromise on issues where people have different ideas rather than taking a vote.

As Chairman, Cllr. Richard Wood said it is very hard to move forward sometimes, so taking decisions are necessary in order to do that. We also need a robust set of minutes which show clear resolutions and what decisions are made.

12. Any Other Business

Colin Goodhind raised the subject of the lack of business parking at Bowerhill. It was agreed that this would be subject to a policy statement rather than a statement in the Neighbourhood Plan itself.

13. Date of Next Meeting of Steering Group:

The Steering Group next meets on Wednesday 29th November 2017

There will be no meeting in December 2017, the group meeting once again thereafter on 10th January 2018.

Meeting closed 8.25 pm

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