



Melksham Neighbourhood Plan

Steering Group Meeting

Melksham Fire Station, Semington Road,
Melksham, SN12 6DD

Date: Wednesday 25th July 2018

Start: 6pm

Present

Steering Group Members

i. Councillors

Cllr. Richard Wood (MWPC)

Cllr. Paul Carter (MWPC)

Cllr. Richard Wiltshire (MTC)

Cllr. Tony Watts (MTC)

ii. Community Representatives

Rolf Brindle (Transport)

Colin Goodhind

Shirley McCarthy (Environment)

Colin Harrison (Business)

Guests

There was one Member of the Public present this evening.

1. Welcome & apologies

The Chairman welcomed those present to the meeting.

Phil McMullen reported that apologies had been received from Cllr. Phil Alford (Melksham North), Cllr. John Glover (MWPC), Jo Eccleston and Mike Sankey. Steve Gray (MTC) is absent on leave

2. Declaration of Interests

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

There were no other declarations of interest expressed this evening.

3. Public Participation

There was one member of the public present, who wished only to observe.

4. Minutes of the last meeting

4.1 Agree minutes of meeting held 27th June 2018

Proposed Rolf Brindle, seconded Cllr. Paul Carter and all were in favour. The minutes were duly signed.

4.2 Matters Arising

Rolf Brindle questioned the point made by Lemon Gazelle that we remove the description of Melksham Railway Station as a transport hub. Teresa Strange pointed out that a later agenda item had addressed this [see Agenda Item 8.1 in these minutes]

5. Finance Report

5.1 To consider the June 2018 invoice from MCAP (sum: £204.75) Includes: WIX invoice for website domain renewal (£74.25)

Approved Cllr. Paul Carter seconded Rolf Brindle and all were in favour.

5.2 To note current budget – amount of spend to date

Lorraine McRandle explained that £16,703 had been spent to date. It was agreed that a break down showing which spend was against grant funding and which was from the councils' funding would be very useful.

6. To consider and agree the proposed questions for the Housing Needs Assessment to be undertaken by AECOM, and note scope and timescales.

The chairman explained that this document formed the parameters for the HNA. Lorraine McRandle stated that officers had held a joint conference call with AECOM and raised specific issues, which these questions have been designed to address. Teresa Strange explained that AECOM are also using Wiltshire Council data and contacting all Melksham estate agents and social housing providers They had been passed the issues statement so they could analyse what the public had told us were the issues. Teresa went on to explain that Wiltshire Council haven't been able to provide us with a figure for the Melksham Neighbourhood Plan area (Melksham Town and Melksham Without) – only the community area, so their figures included the surrounding villages. If Wiltshire Council go down to a 3 year land supply we will still be protected if sites are allocated in the Plan David Way agreed this was a good approach.

Shirley McCarthy asked whether this was an appropriate stage to address the issue of fuel poverty and the off-gas areas, where other kinds of heating such as ground source heating may be appropriate.

David Way agreed that now is the right stage to address renewable energy in our policies. The new National Policy Framework (NPPF) had been published earlier today. There are key sections within



that which are worth a read – one of them is about putting housing sites in your plan to meet the housing requirement.

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Teresa Strange offered to ask AECOM whether site assessments included sewerage and mains gas.

Cllr. Paul Carter proposed that we accept the questions as they are very clear. There was no seconder and no formal vote taken.

7. To note update on site assessments by AECOM and timescale.

Teresa Strange explained that officers were going out with AECOM on 31st July. They will be reporting back early September. They are covering 14 sites. Three of the sites they have previously looked at, but so much has changed in a year that they needed revisiting.

8. Policy review:

8.1 To note feedback received from Lemon Gazelle following query

Teresa Strange explained that the steering group had become bogged down on the first point as were concerned that the additional wording provided by the Environment Lead and the Centre for Sustainable Energy had made the policies site specific whereas the previous advice of the consultants was for criteria led policies, rather than site led policies and as such had been tasked to ask Lemon Gazelle for advice. They had responded, "since the station already exists as a public transport hub, I do not see there is any harm in naming it as such; my concern was over things that were not currently located in a particular place, and the possibility of tying you to an option and reducing flexibility"

8.2 To review information against policies provided by Environment lead (*deferred from June mtg*)

8.3 To look again at policy document provided by Lemon Gazelle (*deferred from June mtg*)

It was agreed that it was very difficult to marry up the two versions (the policy amended by the steering group and the policy amended by the Environment lead and the Centre for Sustainable Energy).

Teresa Strange observed that objective H was a brand new objective which hadn't been previously agreed. Where is the evidence trail for objective H? Where is the evidence that there is public support? Shirley McCarthy explained that the Energy Group has fed in information of that nature during public consultation.

Teresa Strange pointed out that just because a lot of people saying they can't get a GP appointment, that isn't evidence. The ratio of GPs to population is evidence.

The purple text is back on the agenda because officers felt that the boxes required comment. Lemon Gazelle wouldn't accept the changes unless agreed by the Steering Group. Lemon Gazelle are writing the Policies based on the evidence collected and recorded, the issues raised, and the existing

objectives.

Cllr. Tony Watts questioned how the objectives are met by the policies. He felt that there was still a lot of work to be done by the Steering Group on this paper, (whereas his understanding was that Lemon Gazelle are being paid to do the work.) *MW*

David Way agreed that the policies should be clearly linked to the objectives. We have agreed the key objectives, and it really needs a clear link between the main objectives in section 1 and the policies themselves. They do not match the Plan objectives.

Cllr. Tony Watts said he feels there should be a working party to go through the document in detail. He would be happy to be a member of that group. The proposal was seconded by Cllr. Richard Wiltshire. Rolf Brindle was concerned that any sub group's work would have to come to and from the Steering Group for approval, which would delay matters still further.

Lorraine McRandle stated that she would be happy to go through the two documents and marry them together, taking out anything which didn't benefit from the evidence of public opinion.

Shirley McCarthy said she would be very happy to answer any queries on the document ahead of the meeting.

It was resolved that Lorraine McRandle should undertake this exercise, and that the August meeting would concentrate solely on that one item of business (plus routine finances).

It was important that Cllr. Tony Watts was available for that meeting – an action was placed on officers to check.

Colin Goodhind asked that wi-fi and a projector was made available for that meeting.

9. To note minutes of Website Working Party meetings

Teresa Strange reported that the Website Working party had met twice, on the 3rd and 18th July. Meeting notes were considered from both meetings.

Lorraine had contacted people who might usefully contribute to the proposed video, and had received a really encouraging response from all concerned.

Colin Goodhind expressed concern that under "Environment", we're only considering the contribution of one representative group. Shirley McCarthy agreed and suggested speaking to Mick Company who is particularly knowledgeable about energy.

Teresa Strange noted that we hadn't formally minuted how Ashleigh Forgacs or Colin Harrison were being paid, which needs to be addressed. It was proposed from the Chair that Colin and Ashleigh should be invoiced separately £400 each against the quotation previously provided for website and video production. Seconded by Cllr. Paul Carter and agreed by all present.

The question was raised whether an incentive should be paid for use of photos from the members of the public. Deferred to next steering group meeting when Lorraine McRandle will have had a chance to sort through those received to date.

There is a further meeting of the Website Working Party taking place on Wednesday 1st August.

10. To note Wiltshire Council Briefing Note 359: Employment Land Review

The meeting noted the briefing note in question. The total supply of sites across Wiltshire is within the forecast demand range. There is potential for a little more employment land, and the document suggests the former golf course behind Christie Miller in Melksham. It will be consulted on as part of the Local Plan Review.

11. To note Locality Neighbourhood Plan Newsletter (issue no. 2)

Those present noted the content of the most recent newsletter.

12. To consider future actions regarding administrator role

The Chairman stated that Phil McMullen has handed in his resignation and that this would be his last meeting. The options are either to find another person or to divide it between officers. MCAP no longer has any resource to offer. Both the Town and Parish Councils are currently short of capacity. MWPC would have to be paying additional hours to one of their staff if they were to undertake the work since additional hours would be required rather than time off in leui, and this may need addressing between the two councils. The Town Council would need to ratify this, so it was proposed from the Chair that a conversation needed to take place between the two councils.

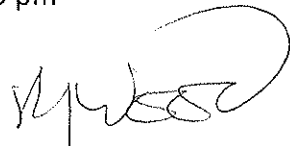
13. To consider next meeting date

It was noted that the next meeting is scheduled for the week of the August Bank Holiday (Wednesday 29th August) when often people are away on holiday.

Those present were all in agreement that they were however available on that date, so the meeting was confirmed for 29th August. Apologies were noted for Teresa Strange who would be on holiday.

Meeting closed 8.15 pm

Signed:


29/8/14

Chairman of MNPSG

Date:

