



Melksham Neighbourhood Plan

Steering Group Meeting

Oakfields, Eastern Way, Melksham, SN12 7GU

Date: Wednesday, 27 November 2019

Start: 6pm

Present

Steering Group Members

Cllr Richard Wood (MWPC) (Chair)
Cllr Phil Alford (WC)
Cllr John Glover (MWPC)
Cllr Tony Watts (MTC)
Cllr Adrienne Westbrook (MTC)

Officers

Teresa Strange (MWPC)
David Way (WC)

ii. Community Representatives

Rolph Brindle (Transport)
Shirley McCarthy (Environment)
Chris Holden

Place Studio: Kate Lea
Vaughan Thompson

1. Welcome and Apologies

Apologies were received from Colin Harrison, Linda Roberts and Lorraine McRandle.

2. Declarations of Interest

There is a standing declaration from Teresa Strange as Trustee for Young Melksham.

3. Public Participation

Two members of public were present.

A resident passed on a list of questions for clarification by the Consultants, but explained he was happy to have a written response to his questions. It was pointed out the questions could only be made to the Steering Committee and not the Consultants direct and a response would be made in writing.

4. Minutes of the last meeting:

a) Agree minutes of meeting held on 30 October 2019

Shirley McCarthy stated she was called 'Mrs' within the minutes and asked if these could be corrected.

RESOLVED: The minutes of 30 October 2019 were formally approved and signed as an accurate record by the Chair, Councillor Richard Wood with the above amendment.

b) Matters Arising

There were no matters arising.

5. Finance Report

a) To note latest financial report.

Expenditure to date of £32,456.63, with £19,531 being paid between both councils was noted.

b) To approve invoices as required

Place Studio presented invoices for payment in relation to NP support and expenses totalling £1,841.04 (inc VAT), £1534.00 (ex VAT)

Richard proposed these be approved, which was seconded by Tony.

RESOLVED: To approve these invoices for payment.

6. Place Studios

a) To receive feedback from Workshop Session held on 21 November

Katie explained this meeting was valuable and asked the group if they wished to hold another working group meeting, particularly to discuss policies. It was agreed this would be helpful.

b) To approve draft:

i) Objectives/Vision/Structure/Layout and Policies

Katie explained these were shared at the meeting on 21 November and asked if there were any questions relating to these.

Tony explained there seemed to be an overlap with some of the sections, to which it was explained several topics came under several sections, it was felt the structure needed to be structured in a way that made it interesting and understandable for the reader, however could be arranged differently if the group wished.

Phil asked if more emphasis could be made in promoting good mental health and wellbeing within developments. Katie agreed this would be something which could be looked at.

Katie handed out the contents list which included the following:

- Great Places to live...
- Great Places to Work...
- Healthy and Beautiful places

Katie explained the list of policies were being worked on and would be circulated at the end of the week in order to go through at the next workshop meeting. As it stood there were 18 policies at present.

Vaughan explained Place had created policies which were necessary, robust and based on sound evidence, which had been collated by the group. Some of the policies had been informed from the starting point of the draft plan and had been through previous engagement, however, some may have had to come out for various reasons. Place were working on starting justification for each policy, preamble and background text for some of these.

As responding to climate change has become important to everyone, Vaughan explained Place had looked at how best to future proof the plan, given restrictions of current national legislation and had put together suggested policy framework which was more about encouraging and welcoming and promoting, hooked to a very respected logical approach to

building buildings, doing master planning, infrastructure planning, such as the bypass in a way which could be seen to have minimal impact on the climate whilst maximising opportunity for harnessing local resources and local environmental assets, like valued views. This could be done by encouraging developers to embrace the BREEAM approach to developments, which is an internationally recognised approach.

Vaughan explained BREEAM encourages developers to think logically in a structured way in thinking about the impact on the climate. Therefore the plan encourages this approach and welcomes development with a high BREEAM rating.

Vaughan summarised the rest of policies which will be included within the plan, such as site allocation and employment land allocation.

John Glover agreed to forward the latest information from TransWilts for Katie and Vaughan to look at.

Katie explained it was hoped to get early draft of visions, objectives and policies to WC so they could do the screening to ascertain if a SEA (Strategic Environmental Assessment) and Habitat Assessment were required and asked if the group wished to look at policies now before sending off. David noted that there may not be a requirement for a SEA and habitat assessment as the Plan is only allocating one site.

Teresa asked at what point did the draft plan go to MPWC and the Town Council and whether there would be time before the Area Board meeting on 6 January and the publicity spread in Melksham News on 16 January.

Phil explained that WC wanted to wait to roll out a charging point programme, as they wanted to see how technology was going to progress in next few years and asked how this influenced our plan. Katie explained the policy could be kept in, with wording amended slightly and amended if technology changes.

AGREED: To go to both Councils on 20 January 2020 for their consideration and to just update the Area Board on 6 January and to inform the meeting the plan would be going to both councils for their approval.

ii) Vision

It was noted the vision has not changed from previously, however Katie explained this can be reviewed as time goes on.

c) To confirm Plan date 2020-2026

The Group reaffirmed the plan date was 2020-2026 with an immediate review.

David explained when submitted to WC, the plan could be reviewed immediately at Reg 15 stage.

d) To agree how to work on further drafting work with Place, by topic

It was agreed to arrange a meeting to look at this on Monday, 9 December from 10.00am-12.00pm. Venue TBC.

Katie explained she would send through policies for the group to work through, as well as the initial list of priorities, which was currently being worked on. Also the group could look at the draft Pre App Protocol, which could be shared with both Councils and potentially adopted.

Adrienne asked where Community Infrastructure Levy (CIL) would be included in the plan and whilst it was noted that both Councils had agreed some higher level projects to allocate funding to, this was done in 2017 under previous councils and maybe this should be revisited.

Katie explained there would be a policy on priorities on how CIL could be spent, but this wouldn't prevent monies being spent on other projects.

David Way explained in terms of CIL monies and who this goes to, it went to the parish where the development was located. If members wished another arrangement between both councils, this would need to be arranged between both councils and the Neighbourhood Plan Steering Group.

Therefore, it was suggested discussion take place between both councils on the allocation of CIL funding.

iii) To consider policy requests/refinements: (deferred due to Purdah)

8. To note progress on Town Centre Scoping Document

Unfortunately this was only sent this evening. Adrienne explained that following the Town Council meeting on Monday evening a few amendments had been made. With the Town Council adopting the document, and the next steps suggested in the document, and asked that the Neighbourhood Plan Steering Group look at how this can be integrated into the NP.

Both Vaughan and Katie explained that aspects of the report could be incorporated into the plan and as the plan moved forward in time and a strategy for the town centre is adopted, the physical place shaping could be supported by a policy/policies in the plan.

9. Wiltshire Planning Policy/Local Context:

a) Update on Wiltshire Council Local Plan Review timetable

David Way explained Wiltshire were looking to bring out pre submission LPR around Autumn next year as opposed to Spring next year, aiming for late 2021 for adoption.

b) To consider response from Spatial Planning and agree meeting date, content and representation for 'Statement of Common Interest'

David explained he was hoping to hold a meeting with representatives of both councils and steering group members, regarding a Statement of Common Interest on 8 January 2020 and hoped Tim McCoombe, Local Plan Review Lead would also be able to attend. The purpose of this meeting would be to set out the responsibilities of Wiltshire Council, both Councils and the Neighbourhood Plan Steering Group. There would also be an opportunity to talk about what the Steering Group want to take on in the Neighbourhood Plan Review, as well as sharing site assessment information done by Wiltshire Council, which the group may wish to move forward.

It was agreed to hold the meeting at 2pm on 8 January at County Hall. It was agreed the Clerks of both the Town and Melksham Without, Chair of the Neighbourhood Plan Steering Group and two representatives from town and MPWC, as well as Place Studio, should attend this meeting.

Teresa explained following a query on which housing figures the 150 for Berryfields come off of, Georgina Clampitt-Dix had confirmed these came off the Melksham/Bowerhill area figure and **NOT** the community remainder.

Confirmation had also been sought on methodology used for housing numbers, which Georgina Clampitt-Dix clarified as 40,000 houses using the standard method and 45,000 houses, using housing needs assessment done through consultations.

c) To note Corsham Neighbourhood Plan Referendum Result (14 November)

Teresa explained it was worth noting Corsham's Neighbourhood Plan passed its referendum with 2263 for with 162 against. 24.6% turnout.

10. Publicity

a) To agree content and presentation for January publicity events

It was agreed to have a two page spread in Melksham News on 16 January 2020, to provide an update on what was happening and to delegate to the working group meeting potential content. Suggestions for content included: 'What area does the NP cover', 'What is a Neighbourhood Plan', 'Why are we Preparing a NP', what the policies are and how people can you get involved and a few pictures, as well as information on target dates.

b) To discuss website content and 'Talking Heads' videos

Katie explained she had looked of these. It was suggested we may have to look at content as some of it may be out of date.

Katie also explained some of the info on the website was out of date and had started drafting out what could be included to make it more up to date.

Teresa explained she had looked at the Facebook page and there had been no updates since December 2017, however, this page was not originally set-up by the Steering Group. It was asked if MWPC and the Town Council could have admin access in order to update this.

Agreed to make both councils have admin. Katie agreed to look at this.

11. a) Date of Next Steering Group:

Wednesday 29 January 2020 at MWPC Meeting Venue: 1 Swift Way,
Bowerhill, SN12 6GX.

The meeting closed at 8.06pm