



Melksham Neighbourhood Plan

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

Date: **Wednesday 27th January 2016**

Start: **6pm**

Present:

Richard Wood (Chairman) (MWPC)
Teresa Strange (Clerk, MWPC)
Cllr. Rolf Brindle (MWPC) (Transport lead)
Nick Westbrook (Health lead)
Steve Gray (Clerk, Melksham Town Council)
David Way (Wiltshire Council)
Lorraine McRandle (MTC)
Cllr. David Pollitt (Area Board)
Shirley McCarthy (Environment).
John Glover (MWPC)

Notes: Phil McMullen, MCAP

Draft Agenda

- 1. Welcome & apologies**
- 2. Declaration of Interests**
- 3. Public Participation**
- 4. Minutes of the last meeting**
 - 4.1 Agree January 13 Minutes
 - 4.2 Agree revision to November 2015 meeting

[link to draft January minutes](#)

[link to revised November minutes](#)

5. Matters Arising

6. Finance Report

6.1. Payments for Approval

6.11 To consider the December 2015 invoice from MCAP reference 15/P/012 sum:
£116.00

[MCAP timesheet for December 2015](#)

6.2 Current Budget

7. Public Participation Sub-Group

7.1 Public Participation Group report

7.2 Updated on requested agenda item from Colin Goodhind regarding finding additional people to help out on the Public Participation sub-group

8. Reports from Task Groups

8.1 Housing (lead: Mark Ashkowski)

8.2 Health and Wellbeing (lead: Nick Westbrook)

8.2 Transport (lead: Rolf Brindle)

8.3 Business (lead: Bruce Sanders)

8.5 Education (lead: Richard Wood)

9. Environmental section

9.1 SG to consider adopting the final Sustainability Scoping Report incorporating all revisions and updates (including those reported at the October meeting)

[Final Sustainability Scoping Report](#)

10. Additional agenda item: Website updates. Identify who is responsible.

11. Any Other Business

12. **Date of Next Meeting:** scheduled for Wednesday 24th February 2016

1. Welcome and apologies

Phil reported that Colin Goodhind, Bruce Sanders and Andy Hinchcliffe had tendered their apologies for this meeting. Mark Ashkowski had also tendered his apologies – there would now be a housing presentation at the February meeting. Tom Roach had unfortunately resigned from the Steering group due to his impending retirement. He was thanked by all present for his excellent contributions to date.

Richard welcomed everyone to the meeting, particularly members of the public. Nick asked that it be noted that members of the public had found out about the meeting via the website.

2. Declaration of Interests

There is a standing declaration of interest in MCAP from Colin Goodhind, Nick Westbrook Shirley McCarthy and Phil McMullen. Nick Westbrook also has a standing interest in a company named Envolve Technology Ltd. Teresa Strange has a standing interest in education as a Governor of Aloeric School.

3. Public Participation

There were various members of the public present at the meeting. Richard explained that members of the public were able to contribute to this section of the meeting, and explained that the Neighbourhood Plan was all about planning land use. Land which might be developed, and also land which we do not want developed.

Those present briefly introduced themselves. Andi Dorian is interested in knowing where houses are going to be built. Tracey Hutton is chair of the Brunswick Park residents group, checking we weren't planning on putting houses there. Mike and Hazel Matthews are from the new E. Melksham development.

4. Minutes of previous meeting

4.1 Agree January 13 Minutes

4.2 Agree revision to November 2015 meeting

[Link to draft January 13th Minutes](#)

[Link to revised November 2015 minutes](#)

Phil explained that the Health report, which had caused confusion by being incorporated into the November Minutes despite being highlighted by a different typeface to the rest of the document, had now been included as an attachment instead.

John proposed that the Minutes of January meeting were accepted. Nick Westbrook seconded. All were in favour. The minutes were signed off by Richard Wood.

Nick proposed and Richard seconded that the November minutes were a true record. All were in favour. The minutes were signed off by Richard Wood.

5. Matters Arising

John said that on behalf of MWPC he couldn't express a view on the Canal presentation at the previous meeting until the council had met to discuss that view. He is representing the council and needed to have a line from them first. Teresa said that the next Planning meeting would take a view on the canal proposal. Richard noted that the presentation had shown significant differences to the previous application – notably he had concerns that there were now 800 houses, which Melksham would find extremely difficult to sustain, especially with the reserve green space being taken up as well.

Nick said he believed there was a major policy issue which we need to have a discussion about on how to decide our position because there now seems to be around 1200 houses in the pipeline. Richard said he thought we needed first to collect all the evidence.

Rolf Brindle took issue with the number of houses quoted by Nick – this presumably included the Gladman development which is in appeal, for example. Rolf asked when we are going to hear the results of our Housing group's pontifications – it was confirmed this is planned for the next meeting (24th February)

PMN: In response to Rolf, Nick said that his figures were provided by officers. This was confirmed by Teresa and Lorraine. Teresa listed developments in the pipeline to follow - and include the 450 houses East of Melksham mentioned by Lorraine, which went to the Town Council

on Monday.

David Way introduced himself and agreed we should have evidence behind any position we took, whether housing allocations or health services or the canal development. Before going to the public with options we should have evidence beforehand. We could go out to the public now with general ideas and then narrow it down, which is exactly what Mark Ashkowski is doing. If we don't allocate sites in our plan then someone else will. We could potentially get additional funding as a high-growth area. Teresa mentioned the 100 houses at Sandridge, 150 houses at Semington Road, Pathfinder might come forward – they are all current planning applications.

Teresa noted that the Canal people had mentioned drawing down on the housing allocation from beyond 2026. David said he wasn't aware of this.

Rolf asked when the next DPD was to be announced. David said it might not be adopted by Christmas, which is after the proposed announcement of Melksham's Neighbourhood Plan.

Nick asked if elements of the Plan could be issued separately, whether you could "constructively engage with the public" throughout the plan. David confirmed this was the case, as Devizes have done.

John Glover asked about the DPD and the 5 year housing allocation, are they linked? David replied that the situation with the Chippenham plan was that the examiner suspended it after a week so we cannot count on the sites in Chippenham which counted towards their five-year land supply. That means our housing land supply figures are assumed to be out of date. If a development comes forward while one is in that position you are now looking at weighing up the benefits and adverse impacts of that development. They (Wiltshire Council) were counting on those sites in their five-year land supply. They are trying to bring sites forward as quickly as they can.

6. Finance report

6.1. Payments for Approval

6.11 To consider the December 2015 invoice from MCAP reference 15/P/012 sum:
£116.00

[MCAP timesheet for December 2015](#)

Rolf proposed and Nick Westbrook seconded and all were in favour. This was signed off by Richard.

6.2 Current Budget

Steve stated that the current total is £4949.75.

7. Public Participation Sub-Group.

7.1 Public Participation Group report

Nick Westbrook provided a written report:

[Report to Steering Group](#)

Richard asked if the details of the interested parties could be forwarded to the task group leaders. Nick agreed to do this.

David reiterated that technical support was available through Locality if required – councils needed to apply for it.

Nick went on to say that he would like the Housing site selection criteria formally adopted so that they could be adapted for the Health group, for example.

7.2 Update on requested agenda item from Colin Goodhind regarding finding additional people to help out on the Public Participation sub-group

Nick explained that two people had already come forward.

8. Task Groups

8.1 Health and Wellbeing (lead: Nick Westbrook)

Nick Westbrook provided a written update:

[Report to Steering Group](#)

Nick said need to agree a venue for the 10th February health and wellbeing task group meeting which is also open to members of the Steering Group. It's at 2.30 in the afternoon. Teresa said this room in MWPC was available for the meeting. It was also agreed that Phil should take notes. There are also four members of the public Nick would like to invite.

8.2 Transport (lead: Rolf Brindle)

Rolf reported that he had been reading the Frome Neighbourhood Plan and was impressed that there was just one page on the subject of transport. He was concerned that there was a danger that we are going into too much micro-management. As soon as we knew where the housing was going to be the sooner we could establish where the bus routes ought to be. Richard asked whether the A350 Eastern Bypass would be addressed – this was confirmed by Rolf, as this was something which people supported and would like to have, but not in any great level of detail.

8.3 Business (lead: Bruce Sanders)

Bruce was unavailable for this particular meeting. No further progress had been made since last time, other than Phil engaging with businesses on Bowerhill.

Richard stressed that it was really important to get the input of the business community.

There was some talk of the 6.1 hectares of saved allocation at Hampton Park which combined with the hangars and Christie Milles sites at Bowerhill equates to more than the necessary allocated land space. It was agreed that we don't actually *need* to identify further industrial space. However we do need to address parking and the types of industry, etc.

Rolf pointed out if there was to be additional industrial land allocated, ideally this should be behind the Air Ambulance site.

8.4 Housing (lead: Mark Ashkowski)

Mark was absent but will give a presentation to the next Steering group meeting. Lorraine explained that the housing group itself hadn't set a date for their own next meeting, but it would be taking place in the next few weeks.

8.5 Education (lead: Richard Wood)

Richard said the task group had met and deliberated and the next stage would be to write the report itself. He mentioned that it was revealing that the canal people hadn't been clear that the school had to be two form entry.

Teresa remarked that Aloeric school have forest school activities.

9. Environmental Report

Shirley suggested the sustainability report might benefit from something about fuel poverty and the general condition of existing housing stock.

Richard asked that Shirley write something which could be incorporated into the Sustainability Scoping Report and bring it to the next meeting. This was agreed to.

Lorraine suggested that we apply for the next available funding in April. It was agreed by the meeting in principle that we engage consultants as the next stage. David said that they can start working on the housing sites once additional funding had been agreed.

Everyone was in favour of progressing in this way, which included speaking to Calne parish clerk who had some considerable experience in engaging consultants.

Phil reminded the meeting of what David Way had said in August what the Next Steps were to be:

An action was placed on Phil to revise the draft, taking into the account the comments, include an appendix showing those; the report should then be issued. No need to send it to them again. As these policies come together we will produce the S.E.A. report. The S.E.A. is the audit trail of how we got there – the story of the Neighbourhood Plan. David noted that Calne have consultants who are doing site assessments and producing the S.E.A. report. The Scoping report is the first part of that. When we come to consult on our draft Neighbourhood Plan we would ensure that the sustainability report is included in that. This S.E.A. report will be an audit trail showing how we got to our final report. It's a technical process so it might be sensible to look at grant funding.

10.

Additional agenda item: Website updates. Identify who is responsible.

Nick said that he's doing website updates as part of the participation group activity at the moment. He would like someone to join the PG who knows a little about websites and has time to do it, as he's finding it a bit of a strain.

We have got the system that we've paid for and it's up and running, so it's hands on time and expertise that we need. A bright sixth-former or a newly retired person. We need to be more proactive

It was agreed to discuss this again next time.

11. Any Other Business

There was some talk over whether Melksham is designated as a High Growth Area. David Way mentioned that the Core Strategy has an at least figure of 42,000. The DPD has around 4,000 sites to find sites for. They are not looking at Malmesbury or Devizes as they already have a Neighbourhood Plan in place – but they are looking at Melksham because we don't.

11. Date of Next Meeting

Date of Next Meeting – Wednesday 24th February at 5pm with the Area Board starting at 7pm in the United Church.

Signed:

Chairman of MNPSG

Date:

Links to supporting documentation and relevant sites of interest

[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