



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

Notes: Phil McMullen (Melksham Community Area Partnership)

Apologies:

David Way (Wiltshire Council Spatial Planning Team)
Teresa Strange (Parish Clerk MWPC)
Cllr. Richard Wiltshire (MTC)
Debbie Hendon-Jones (Historic and Built Environment)

DRAFT AGENDA

1. Welcome and apologies
2. Declaration of Interests
3. Public Participation
4. Minutes of the last meeting (held 28th January 2015)
5. Matters Arising
6. Payments for Approval
7. Delivery sub-group report (including report on launch event to be held on 27th and 28th March)

8. Update from Wiltshire Council

9. Any Other Business

10. Date of Next Meeting

1. Welcome and apologies

Richard Wood welcomed everyone to the meeting, having been absent previously. Apologies were received from David Way (Wiltshire Council Spatial Planning Team), Teresa Strange (Parish Clerk MWPC), Richard Wiltshire (Cllr. MTC) and Debbie Hendon-Jones (Historic and Built Environment)

2. Declaration of Interests

Colin Goodhind, Phil McMullen and Nick Westbrook's interest in Melksham Community Area Partnership and Nick's interest in MyCommunity were recorded as a standing item.

3. Public Participation

There was no public representation at the meeting.

4. Minutes of the last meeting (held 28th January 2014)

<http://bit.ly/1Bv97ym>

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

5. Matters Arising

Phil mentioned that Rhys Schell had offered to attend on behalf of the Area Board. Terri queried whether we needed a representative from the Area Board, which Richard, Rolf and Colin agreed with. Nick was keen that we request professional advice from the officers of Wiltshire Council on an ad-hoc basis. Steve however felt that we should formally invite the Area Board. The meeting failed to reach an agreement on this however.

There was an update on the Scoping Document. There was some confusion over Wiltshire Council's response to the effect that the Scoping Report is part of the Strategic Environmental Assessment. Colin and Nick were of the opinion that Malmesbury's Scoping Document was more about site evaluation. It was understood that Malmesbury's scoping document had been written by a Malmesbury councillor and not a consultant. Richard summarised that it was agreed that we do

need to have an environmental assessment and proposed that we talk to David Way regarding who we could potentially contact for setting up an Environmental Assessment.

Paul Walsh said he also sits on the Bradford on Avon housing delivery group and suggested that it might be useful talking to them about their approach. The delivery group there had contacted all the residents and then ranked them according to some generic rankings.

Colin then said that we are coming back to the Scoping Document which sets out the steps to be followed, and that the example in front of us had been written in house by the lady councillor from Malmesbury.

An electronic copy needed to be provided to John Glover in order that he and Phil could edit it. PMN: Phil now has a copy and will be editing it into a series of headings in time for the next meeting.

Steve Gray provided a schematic that described how the documentary process aligned.

6. Payments for Approval

Phil pointed out that the December invoice had yet to be paid. Steve mentioned that it had been approved by Town Council and he would investigate payment. The January and February MCAP invoices would therefore be submitted at the next meeting.

Colin said that www.melkshamnp.org had now been agreed and that he was now looking for authority to create email addresses at £18 per annum. Richard proposed and everyone was content for that to go forward.

Expenditures were approved for domain names; email addresses; posters; payment for lighting, sound and filming of the open house; website development - and Nick said that we also want to move that payments for the hire of community event hosts (hall hire) be approved. The meeting gave general licence to proceed in principle.

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

Nick said that copy had been produced based on the first two press releases and sent around to various parish magazines. Melksham News has been very supportive, with front page news last week; Wiltshire Time and Gazette have received the same information but have yet to run anything. Community radio is also expressing an interest.

Nick said the Assembly Hall has been confirmed for the launch event, and also the upstairs of the Town Hall which can be used as a workshop or more formal event.

There would be series of workshops and community events giving people from the local area the chance to come along and talk about issues. Five task groups were identified as being required: **Housing, Employment & Economy, Health & Wellbeing, Transport, and Education & lifelong learning**. There was some debate over whether an Environmental group also needed to be set up. No agreement was reached.

Nick had attended the health and wellbeing forum and spoke about the Neighbourhood Plan, as a result of which Dorothy House had expressed an interest in attending.

It was suggested by Nick that as the Health event had already taken place, that the other group events should happen after the Open House. Phil pointed out that a Transport event was already planned for 21st March.

Schools could get involved in creating a film which could be shown at the Open House. Posters also needed to be designed and distributed.

Richard suggested that a Facebook Page should be set up, and possibly a presence on the new Streetlife pages.

The website needed to be set up. Richard said that both Town and Parish Council already have websites. This would incur costs. Possibly speak to Colin Harrison.

Nick said he wasn't clear if we had confirmed with Wiltshire Council and Malmesbury to come and speak at the Open House. There is a formal launch on the Friday evening. Steve Gray was asked to confirm with David Way and Malmesbury representative that they would attend and present at the 'launch' event.

Community events also need to take place in Berryfield, Forest and Shaw and Whitley, for example.

Colin said it would help if we had a map available at these meetings which shows the Neighbourhood Plan area. MWPC have a map of SHLAA sites. An electronic version would be useful. Teresa should have the originals of those. There was an assumption that Wiltshire Council would have maps available.

Terri mentioned that there was a potential clash in timings with the Saturday of the launch event and the next Town Team Churchyard Challenge.

8. Update from Wiltshire Council

Steve Gray asked if MWPC had a view on the DPD consultation. John Glover

expressed the personal view that the DPD would overtake the Neighbourhood Plan. Richard expressed a personal concern that we as a group shouldn't get too cosy with the Wilts and Berks canal development or indeed any other specific developer. This could fall into the remit of the Environment group to consider further.

Post Minute Note: David Way of Wiltshire Council wrote as follows the morning after the meeting, concerning:

“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>

9. Any Other Business

Phil said he had written to Parish Councils on Friday February 6th notifying them that Melksham Town Council and Melksham Without Parish Council have joined together to formulate a Neighbourhood Plan and that a Steering Group has been established (the Melksham Neighbourhood Plan Steering Group, or MNPSG) and first steps are being taken in establishing the way forward. There had been no responses to date.

Nick asked that an agenda item for consideration at the next meeting should consider possible Leads for the Task Groups. It was suggested that we should give some thought to this between now and the next meeting. Colin suggested that we should allow for other suggestions as Lead to come forward at the Open Day.

10. Date of Next Meeting

The next meeting takes place on **25th March 2015**.

DRAFT AGENDA

1. Welcome and apologies
2. Declaration of Interests
3. Public Participation
4. Minutes of the last meeting (held 25th February 2015)
5. Matters Arising
6. Payments for Approval
 - MCAP January and February 2015 timesheets submitted for approval

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

[February 2015 invoice](http://bit.ly/18owxZu) <http://bit.ly/18owxZu>

7. Scoping report update
8. Delivery sub-group report (including report on launch event to be held on 27th and 28th March)
9. Update from Wiltshire Council
- 10 Task Group Leads
11. Any Other Business
12. Date of Next Meeting

Meeting dates later in 2015:

29th April
27th May
24th June

29th July
26th August
30th September
28th October
25th November
30th December (to be confirmed)

A 6pm start time has been agreed for all meetings.

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](http://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/17qj6tq) <http://bit.ly/17qj6tq>

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

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