



# Melksham Neighbourhood Plan

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

Date: **Wednesday 26th October 2016**  
Start: **6pm**

## **Present:**

Cllr. Richard Wood (Chairman) (MWPC)  
Jo Eccleston (MWPC)  
Cllr. Rolf Brindle (MWPC) (Transport lead)  
Nick Westbrook (Health lead)  
Cllr. David Pollitt (Area Board)  
Lorraine McRandle (MTC)  
Shirley McCarthy (Environment Lead)  
Steve Gray (Melksham Town Council)  
Cllr. John Glover (MWPC)  
Cllr. Andy Hinchcliffe (MTC)  
Colin Goodhind (MCAP)  
David Way (Wiltshire Council)

Plus two members of the public

Notes: Phil McMullen, MCAP

## **1. Welcome and apologies**

Richard welcomed everyone to the meeting.

Phil reported that Teresa Strange (MWPC) and Cllr. Richard Wiltshire (MTC) had given their apologies for this evening's meeting.

## **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, as a trustee of Young Melksham, has an interest in any discussions regarding the Canberra.

## **3. Public Participation**

Richard asked members of the public if they'd like to speak, which nobody present wished to.

#### **4. Minutes of the last meeting**

##### 4.1 Agree September 28<sup>th</sup> Minutes

[Link to copy of minutes](#)

Andy Hinchcliffe proposed that the minutes of the September meeting were accepted as a true record; seconded by Nick Westbrook and all were in favour. The minutes were duly signed.

#### **5. Matters Arising**

There were no Matters Arising raised with regard to the September minutes.

Nick Westbrook mentioned on 10.1 regarding the resolution, the revised form of words agreed at the subsequent meeting referred to in the Minutes is in his Health and Wellbeing report (para. 12, below).

#### **6. Update on Technical Support**

Lorraine reported that Nick Chisholm-Batten from Aecom had written 10<sup>th</sup> October thanking us for submitting the map of proposed quadrants. He promised to discuss with his colleagues and get back to us with any observations. From an initial look, he said it all makes sense. He also asked that we send him the prepared Scoping Report for the SEA, which we complied with a day or two later.

Nick said it's critical that we set a timetable and get the draft NP or at least an interim report out quickly. Richard agreed, saying we need to inform them that there is a sense of urgency. It was agreed that we should ask for an interim report from Aecom at the November meeting.

John Glover said that he had proposed two or three meetings ago that we employ someone to draft a Neighbourhood Plan. David Way remarked that Calne have employed Anthony Northcutt Consultants, however we first need to do our site allocation assessments done via Aecom. David said he is not aware of any Neighbourhood Planning grants other than the technical support provided by Aecom.

Richard summarised that we need to contact Aecom and get an idea of when their report will become available, and we also need to contact other consultants and get them lined up. All present were in favour of this approach.

*PMN an example of how another community approached the same requirement – [click here](#)*

#### **7. Finance Report**

##### 7.1 Payments for Approval

7.11 To consider the September 2016 invoice from MCAP reference 16/P/009 sum: £319.00

[MCAP timesheet for September](#)

Rolf proposed and Andy Hinchcliffe seconded and all were in favour.

## 7.2 Current Budget

Steve reported that £7988

## 8. Wiltshire Council update

David Way said that there was a proposed start date of the Housing Site Allocation consultation in January 2017.

The gypsy and traveller DPD is not being taken forward at this stage. Wiltshire Council are concentrating their resources on the Housing sites DPD.

John Glover asked David Way whether we could put a timescale on developments, and David confirmed we could provide evidence why we wanted a phasing policy.

Similarly, we can include preferred sites should a north-eastern by-pass ever be built.

Colin Goodhind asked whether if we allocate land beyond what we need, could that not be taken advantage of? Other areas don't need to provide it if we've allowed for it. David Way confirmed it still gets taken account in the five-year land supply, but the phasing of the developments would dictate that the land gets used at a certain time. You are only vulnerable in a situation when there is no five-year land supply. You are producing a Neighbourhood Plan and not a Core Strategy review. You are not looking to allocate enough sites to build a by-pass in your Neighbourhood Plan.

## 9. Public Participation Sub-Group (lead: Nick Westbrook)

### 9.1 Public Participation Report

[Link to Public Participation Group report](#)

Nick Westbrook said he wished to pick up two matters. We have been asked to do two more public events on the 5<sup>th</sup> and 8<sup>th</sup> November in Shaw School (10 till 12) and in Bowerhill Village Hall (7 to 9pm). There are no display boards so tables would be used instead. Rolf raised the point that tables made things difficult to read so it would be preferred if we could borrow some display boards or potentially use the walls.

The other thing to note is that Teresa organised an advertisement which would cost £140 plus VAT so we need to formally approve it. Richard proposed, Nick seconded and all were in favour.

The other thing is that a Draft Neighbourhood Framework document exists which has some text in it, and it would be appreciated if as much information from other reports as possible could be dropped into it. We should put together a small working party to start assembling this. Richard agreed and said that Nick, Phil and Lorraine could work on this. Nick Westbrook said that Bryan Colby and Martin Pain had indicated willingness to help with the draft Plan text.

Rolf said he's concerned that there's an industrial land list required – David Way suggested that principle employment sites like Bowerhill are protected by the Core Strategy. You do not need to list brownfield sites in the Neighbourhood Plan.

Nick Westbrook said that his understanding was that there are the big strategic industrial sites, which are already allocated; it's the little pockets of land which pop up which are formerly industrial sites which are becoming windfall housing sites that concern him.

## 10. **Housing**

10.1 Progress report towards identifying a Housing Task Group chairman - and identify actions to take to find one if necessary.

Andy Hinchcliffe suggested that Alan Baines would be the best person. However Alan had indicated to Teresa that he wasn't interested in chairing it (though he was willing to continue to be a member of the group). We need to sort out a meeting very soon, so Andy would meet with Lorraine and try to set a date.

10.2 Meeting to decide: Is the site scoring assessment in the public domain? Can we give a copy to agents asking for it? At present we can't direct developers who are approaching us (three in the past week alone) to go and talk to the Housing Group as without a Chair, no meetings are being called.

It was confirmed that they are NOT in the public domain. David Way confirmed that they definitely should not be made available at this stage.

## 11. **Transport** (lead: Rolf Brindle)

11.1 Agree [Transport Vision Report](#)

Rolf said there had been no feedback from the group so the assumption was that it's acceptable as it stands. There is a substantial amount of background data which could be provided as an appendix or as an Evidence Base. David Way remarked that it depends what you are proposing as to how much evidence you need.

Jo Eccleston pointed out that data linked from documents stored online needs to be stored or downloaded in case the links become broken at a later date.

David Pollitt observed that data is only acceptable if it conforms to the set protocols and standards that are laid down.

Agreeing the report was deferred until the next meeting.

## 12. **Health and Wellbeing** (lead: Nick Westbrook)

12.1 Health and Wellbeing Group report

[Link to Health Group Report](#)

Nick W. had met with Teresa and agreed revised wording for HW19, a copy of which was included in the report (above). It was agreed that this should be officially adopted. Proposed by Richard, seconded by Andy, all in favour.

Nick reported on a meeting that Richard and he had with a representative of Wiltshire CCG which learned about two strands of work now being carried out. The first is a series of community engagement events to explain the current funding and workforce pressures that are affecting NHS services across Wiltshire. The Melksham event is on 1st November. Richard said that it was important that MNPSG attend this meeting. The second is a review of future services and use of facilities being carried out across Chippenham, Melksham, Trowbridge and surrounding areas, which contains over 100,000 patients. This review starts with a blank sheet with no preconceived desired outcomes. It aims to obtain more up-to-date data via a 'number crunching' exercise to identify the strategic options and then develop a business case for how services are going to be delivered in the future. A copy of the Health and Wellbeing Task Group Report, accepted at the event MNPSG meeting has been submitted to them, and it is likely that they would like some further help from this group to help identify potential land use sites that might be needed for the future.

Shirley asked how the national review of pharmacies tied in with this? Nick explained that the CCG doesn't have responsibility for pharmacies but that they are looking at the whole issue of how primary care is delivered – this includes dentists as well.

Nick asked whether the Neighbourhood Plan Steering Group should write and give their support for the Wiltshire Air Ambulance relocation to Melksham. The Town and Parish Council had already agreed to approve the outline plan in principle. John Glover said that the Neighbourhood Plan should reflect what the public says. Richard Wood said he does not think it's appropriate that we get embroiled in a planning issue.

Steve Gray observed that there have been some articles in the local press recently which have served to create panic amongst local residents which has not been helpful to the surgeries. The negative aspect of this impacts on the surgeries' ability to employ doctors and nurses in this area.

### **13. Business**

Colin Goodhind reported that he had met with Dawn Lovelock and Richard Blueitt from Superior Graphics. They are prepared to put together a document or leaflet to generate some consultation. They will produce it – we have to give them the material, and that way it comes from the business community. Colin suggested that that offer needs to be taken up and we need to have a meeting with them.

Richard said if Colin is willing to convene a meeting then he would be willing to attend. Richard and Colin to meet with Richard at Superior. Colin agreed to do this. Rolf and Nick Westbrook would also be interested in attending.

Nick Westbrook feels we ought to challenge the 6ha allocation and say we want to make more land available for employment – including potential housing sites adjacent to Bowerhill.

PMN: Nick Westbrook believes we agreed to seek an increase in land available for employment purposes.

### **14. Education** (lead: Richard Wood)

Richard Wood said that the draft statement submitted to the previous meeting was now ready to be dropped into the draft framework.

**15. Environmental update** (lead: Shirley McCarthy)

Shirley had no further comments to submit to the meeting.

**16. Any Other Business**

Colin Goodhind said that we have agreed there will be a section on Town Development, but we haven't mentioned it for a long time. It should warrant its own section.

There is an existing document from a number of years ago which was sponsored by Melksham First – the Colin Davies report. This could be adapted for use in the Neighbourhood Plan.

Steve Gray expressed concern that town centre regeneration does not warrant a stand-alone section. David Pollitt pointed out that the regeneration of the dairy site was being considered by Phase 2 of the Canal strategy as coffee shops and apartments.

**17. Date of Next Meeting:** scheduled for Wednesday 30th November 2016

**Signed:**

**Chairman of MNPSG**

**Date:**

**Links to supporting documentation and relevant sites of interest**

[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/>

***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***