



Melksham Neighbourhood Plan

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

Date: Wednesday 25th May 2016

Start: 6pm

Present:

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

Notes: Phil McMullen, MCAP

Agenda

- 1. Welcome & apologies**
- 2. Declaration of Interests**
- 3. Public Participation**
- 4. Minutes of the last meeting**
 - 4.1 Agree April 27th Minutes

[Draft minutes April 27th 2016](#)

- 5. Matters Arising**
- 6. Finance Report**
 - 6.1 Update on technical support grant application**
 - 6.2 Payments for Approval
 - 6.21 To consider the April 2016 invoice from MCAP reference 16/P/004 sum: £246.50

[MCAP timesheet for April 2016](#)

6.3 Current Budget

7. Wiltshire Council DPD update

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

8.1 [Public Participation Group report](#)

9. Housing (lead: Mark Ashkowski)

9.1 [Report from Housing Group](#)

9.2 To agree a recommendation from the Housing Group to the Steering Group to attend a special meeting to be held on 01 June 2016 at 6pm ref. the scale of the benefits that we will achieve if we make the most of the opportunity that the neighbourhood plan provides.

10. Health and Wellbeing (lead: Nick Westbrook)

10.1 [Health and Wellbeing report](#)

11. Transport (lead: Rolf Brindle)

12. Business (lead: Bruce Sanders)

12.1 [Report of meeting held with Wiltshire Council 10th May 2016](#)

13. Education (lead: Richard Wood)

14. Environmental update (lead: Shirley McCarthy)

14.1 [Consider adoption of final Sustainability Scoping Report](#)

15. Any Other Business

16. Date of Next Meeting: scheduled for Wednesday 29th June 2016
(*meeting to note in advance, please, the absence of Phil McMullen on that particular date*)

1. Welcome and apologies

Richard welcomed everyone to the meeting.

Phil reported that Mark Ashkowski had tendered his apologies for this evening's meeting. Teresa reported that John Glover had submitted his apologies. Cllr Paul Carter had been asked to stand in his place.

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 no members of the public present at the meeting.

4. Minutes of previous meeting

4.1 Agree April 27th Minutes

[Draft minutes April 27th 2016](#)

It was suggested by Shirley that there was an amendment to the wording of Item 14, which should read:

“Shirley had submitted amendments, based largely on suggestions from Dan Stone (at the Centre for Sustainable Energy) to the Draft Sustainability Appraisal. Shirley's own comment, ' Some people find themselves given the choice between heating their homes and managing to eat', Dan considered should be put in a milder manner. The views of the meeting on the issue were invited.”

Given that qualification, it was proposed by Andy Hinchcliffe and seconded by Nick Westbrook that they were accepted and all were in favour on that basis.

5. Matters Arising

There were no matters arising reported this evening.

6. Finance Report

6.1 Update on technical support grant application

Lorraine said that an application had been made today and we await the outcome. Steve elaborated that Phil had been nominated as the principle contact and it was suggested that the Steering group enable Phil to decide which to proceed with when AECOM contacts him to progress this. This was unanimously agreed to.

David Way asked that the **Strategic Environmental Assessment** and **Site Options and Assessment** were the key areas that help is required for. **Facilitation Support** (help with facilitation of events) would be useful as well. Teresa remarked that we don't have a Housing Needs Assessment so the Housing Advice and Assessment might be useful. David remarked that the Environmental Impact Assessment isn't applicable to us.

The guidance makes the point that requests for grant funding shouldn't conflict with the technical support packages applied for.

There was a lengthy discussion regarding the Melksham Link canal proposals, which are contingent with getting the housing development to pay for it. It was surmised that this might come under the Viability of Proposals technical support package at a later date.

Steve observed that we need to recognise the principle of enabling development. If we accept

that, then it's right and proper to set aside areas for them to progress. Teresa wondered how we could go about tying in development of 700+ houses in a specific location with the canal – what's to stop the landowner putting up houses without reference to the canal? It was agreed that the Neighbourhood Plan could ensure that the development was linked, if appropriate. There was also a discussion concerning the suitability of the housing alongside the canal development.

David Way said the Core Strategy has now been adopted. The Neighbourhood Plan (principally the Housing Group) should be working along with the Canal development group. We should be establishing the number of houses and the level of detail. Colin proposed that representatives of the Steering group – Andy, Richard, Nick, Colin and Rolf volunteered, with Phil taking notes - should be reassessing the sites alongside the canal. Richard Wiltshire seconded the proposal. There was a majority in favour of this approach.

Colin also commented that he felt the time had come not to keep pushing the canal issue to one side and had suggested that a meeting with the canal would be in order. This was agreed to.

6.2 Payments for Approval

6.21 To consider the April 2016 invoice from MCAP reference 16/P/004 sum: £246.50

[MCAP timesheet for April 2016](#)

Andy proposed, Colin seconded and all were in favour that the invoice was signed.

6.3 Current Budget

Steve stated that the current total is £6116.95

7. Wiltshire Council Housing Sites DPD - position report

David Pollitt presented a detailed timescale with the plan “hopefully” being adopted early in 2017. Until then there is not a five year land supply in place. David Way stated that the housing sites DPD is due to go to pre-submission draft in October which will be consulted on until the end of the year. Most towns are delivering other than Chippenham, which delivered 26 houses in the past year. During the core strategy the inspector wasn't happy with what was put forward by Wiltshire Council in Chippenham, so WC agreed they would produce a separate plan. This caused a delay. Wiltshire Council cannot prove a five year land supply until the inspector has clarified what's deliverable.

David Way observed that there is a presumption in favour of sustainable development. If you can prove the harm outweighs the benefits (e.g. the lack of primary school places, and landscape and drainage, etc.) then the inspector will decide against.

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

8.1 [Public Participation Group report](#)

Nick stated that approval was sought at item 4 to engage in a number of potential engagement events. He proposed that the report be received and adopted and secondly that we go ahead with the events. Richard seconded and all were in favour, so the proposal was passed.

9. Housing (lead: Mark Ashkowski)

9.1 [Report from Housing Group](#)

Lorraine confirmed that it had been a very useful meeting, and reiterated that it was important that we closely consider how we intend to implement our recommendations. Colin agreed that it had been particularly inspirational and that the Steering Group would greatly benefit from hearing first-hand what was said.

9.2 To agree a recommendation from the Housing Group to the Steering Group to attend a special meeting to be held on 01 June 2016 at 6pm reference the scale of the benefits that we will achieve if we make the most of the opportunity that the neighbourhood plan provides.

Richard Wood seconded Colin Goodhind's proposal that we have an extraordinary meeting of the Steering group on 1st June, and said that he certainly intended to attend. All were in favour.

Nick went on to present a paper on the Vision and Core Objectives that Nick and Mark Ashkowski have been drafting together. Mark in particular is looking more closely at the clustering of housing sites.

Richard Wood recommended that the Steering Group take a look at the newly published Local Economic Strategy (LEP) paper dated January 2016, which stressed the importance of the A350 corridor.

[Link to document](#)

There was a lengthy discussion about the possibility of an Eastern by-pass linking the A350 from Beanacre with the East of Melksham, and whether this could become a settlement boundary. It was agreed that this discussion would be carried forward to a later meeting.

10. Health and Wellbeing (lead: Nick Westbrook)

10.1 [Health and Wellbeing report](#)

Nick reported there were two aspects to this. He had spoken to the CE of the RUH who is the lead officer of the Wiltshire Health and Care consortium. Interestingly, although we've been listening to the CCG and the GPs about what they want, it's the Consortium's view that they will be funding what happens and they would very much like to work with us.

Nick stressed that he was seeking guidance on which options, as set out in the paper he had presented to the previous meeting, and repeated in the paper presented this evening, were preferred by the Steering Group. He was looking for confirmation of the recommendations which had been tabled.

Richard Wood said that he had particularly liked C, D and E, i.e. the Health related options. He was happy to propose that we accept them.

Steve Gray asked for clarification over what was meant by Community Asset status. Nick replied that there were different approaches. Getting something declared as a community asset would make it more difficult for NHS London to sell it off for housing, as is happening now in Westbury. It's something which is already established as a community asset which is at risk of being sold off.

Teresa said her understanding was that it merely gives the community six weeks to save

something, and then a six month moratorium to bring it to fruition. Steve Gray agreed that It's just a right to buy – and it's not a preferential right to buy either. Nick suggested that he takes that particular paragraph away and looks at it once again. This was agreed to.

Subject to revisiting that particular paragraph, Richard Wood proposed that options **A, B, D** and **E** be adopted. Colin Goodhind seconded and a majority were in favour of this approach.

11. Transport Task-Group (lead: Rolf Brindle)

Rolf said he has started to write a report with a view to discussing it with the rest of the group, including Cllr. Mike Sankey, before bringing it to the Steering Group. There are various elements of the Eastern by-pass which will need to be looked at. David Way said there will need to be discussions with the transport team on that subject. Nick Westbrook noted that he would like to contribute to that engagement.

12. Business Task-Group (lead: Bruce Sanders)

[12.1 Report of meeting held with Wiltshire Council 10th May 2016](#)

Lorraine said that the questions raised by officers of both Town and Parish Council had been used as an agenda for the meeting with Tim Martiensen. Some very useful information had come out of the meeting, which had been followed up by Claire Langdon who had also forwarded the LEP report.

13. Education Task-Group (lead: Richard Wood)

Richard Wood said he hoped to get an updated report to the next meeting.

14. Environmental update (lead: Shirley McCarthy)

There were no new environmental issues raised at this meeting.

Formal adoption of the SEA sustainability scoping report should be undertaken at the next meeting.

Richard Wood asked what amendments were under consideration. A table of the amendments, all of which have been incorporated into the final revision, can be found here:

[Link to table of amendments](#)

[Link to final revised version of the SEA Scoping Report](#)

15. Any Other Business

Richard mentioned that Melksham has an Urban Design Study which, although ten years old now, could be incorporated into the Neighbourhood Plan.

Colin confirmed that he had established that anything within that report can be used within our new Neighbourhood Plan. He considered that there is much in there which is highly relevant.

Teresa expressed concern that there's not another Steering Group meeting planned before the proposed Open House event. There would therefore be a message going out to the public which has not been agreed by Councillors. Steve Gray echoed this concern. Nick said that the proposal

was that next Wednesday's meeting would approve the Vision and Core Objectives, and then it could be put before the councils' relevant planning meetings.

There would be two items on the agenda for the meeting: the presentation from Ian Crawley, and approval of the Vision and Core Objectives ahead of the Open House event.

An action was placed on Phil to circulate an agenda.

16. Date of Next Meeting:

There is an additional Steering Group meeting taking place on Wednesday 1st June at 6pm at the MWPC offices with guest speaker Ian Crawley, a former local authority chief planner and CEO.

The next regular Steering Group meeting is scheduled for Wednesday 29th June 2016
Please note that Phil McMullen is unavailable on this particular date

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/>

[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