



Melksham Neighbourhood Plan

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

Date: **Wednesday 22nd February 2017**

Start: **6pm**

Present:

Cllr. Richard Wood (Chairman) (MWPC)
Teresa Strange (MWPC)
Cllr. Rolf Brindle (MWPC)
Nick Westbrook (Health lead)
Cllr. John Glover (MWPC)
Steve Gray (Clerk, MTC)
Cllr. Andy Hinchcliffe (MTC)
Lorraine McRandle (MTC)
Cllr. Richard Wiltshire (MTC)
Cllr. David Pollitt (Area Board)
Colin Goodhind (MCAP)
Shirley McCarthy (environment lead)

Plus guest speaker Nick Chisholm-Batten (AECOM)

Notes: Phil McMullen, MCAP

1. Welcome and apologies

Richard welcomed those present to the meeting.

Phil reported that no apologies had been received this evening.

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.

Teresa explained that Melksham Town and MWPC have both adopted Wiltshire Council's code of conduct. This refers to anything financial such as a homeowner, tenant or leaseholder, for the whole of the designated area. This only covers Councillors and only covers their respective council areas. As all Steering Group members had a vote on site allocations etc, It was important that it was transparent and all members' interests in the Designated Area were listed.

[Link to: Example Copy of MPWC Code of Conduct](#)

Cllr. David Pollitt remarked that the Wiltshire Council Code of Conduct had been changed only yesterday. Nick Westbrook proposed that we checked with the voluntary sector in Wiltshire prior to adopting a variation of the Wiltshire version document. This was agreed, the officers would look at the range of options, and would bring a document for each person to the next meeting. Lorraine stated that in Calne, there is a register of interest document for each member of the Steering Group.

PMN [example of a potential Register of Interests form](#)

3. Public Participation

There were no members of the public in attendance.

4. Minutes of the last meeting

4.1 Agree January 25th Minutes

Link: [copy of draft minutes](#)

Nick Westbrook proposed and Cllr. Richard Wood seconded from the chair and all were in favour that the minutes showed a true record of the meeting.

5. Matters Arising

Nick Westbrook stated the he believed that we had agreed under 8.2 to appoint an examiner, rather than the statement in the minutes to the effect that he had proposed that we appoint an examiner. However, Teresa explained that David Way from Wiltshire Council had subsequently responded that it was too soon to be discussing such an appointment. Nick Westbrook however was adamant that irrespective of Wiltshire Council's position on this, we should be seeking to appoint with immediate effect. Cllr. John Glover said that his understanding was that there are at least twelve weeks of consultation to follow on from our draft Neighbourhood Plan being at regulation 14 before we are at the stage of appointing an examiner, and that therefore we should not be appointing an examiner at this stage. The meeting was in agreement with this.

Referring to item 11.1, Lorraine said that the slides from BANES had been received only today. There was some very useful information on those and it would be helpful if people had a chance to look at those ahead of the next meeting.

PMN:

Please see: <http://www.bathnes.gov.uk/services/planning-and-building-control/planning-policy/neighbourhood-planning-protocol-my-neighbourh> (Section 1b) for the slides

6. Finance Report

6.1 Payments for Approval

6.11 To consider the January 2017 invoice from MCAP reference 17/P/001 sum: £362.50

link: [MCAP timesheet for January](#)

RW proposed and DP seconded and all were in favour.

6.12 Repay invoice for consultation materials ex-MPWC sum: £30.28

link: [MWPC invoice January](#)

RB proposed and NW seconded and all were in favour.

6.13 Repay invoice for Melksham Independent News advert sum: £171.00

link: [MIN invoice](#)

6.14 Repay invoice for hire of Berryfield village hall sum: £30.00

link: [Berryfield invoice](#)

6.15 Repay invoice for Rugby Club hire sum: £20.00

link: [Rugby Club invoice](#)

RW proposed from the Chair and DP seconded and all were in favour that all of these were accepted.

6.2 Current Budget – expenditure to date: SG stated this figure was £9156.31

7. AECOM's Draft Points of the Compass Appraisal

[Copy of draft Points of the Compass appraisal](#)

Presentation from Nick Chisholm-Batten (AECOM)

Nick introduced himself briefly and explained that we had applied for Technical Support, that we have complex needs and a large population and are looking to allocate above and beyond the housing figure stated in the core strategy. Nick explained that WC had decided that our plan required an SEA so we had brought AECOM in. Secondly, Site Allocations are the most contentious part of any Neighbourhood Plan, so as a result AECOM have been brought in to undertake an independent and objective assessment.

The Points of the Compass appraisal which Nick presented to the meeting was prepared during November and December last year. The map showed the four quadrants which the map of Melksham had been divided into. They had looked at a variety of constraints in each area, such as land and soil resources and biodiversity; flood risks, air quality and the historic environment. For each topic they had highlighted the constraints.

Cllr. John Glover asked why the quadrants exclude the built area. There are potential development areas, brownfield sites within the built area. Nick C-B made a note of this and thanked the meeting for bringing it to his attention. Teresa explained that there were some brownfield sites that we'd like to exclude from future housing development – there is employment land that we'd like to allocate for example.

Nick C-B asked whether there was any opportunity for focusing on certain SHLAA sites – it was unusual to have over 60 sites under consideration. We need to try and prioritise that to a shortlist.

There will be an additional section on transport and accessibility. Nick would need to sit down with officers and gain some local information on that theme. There needed to be around six bullet points indicating key issues such as school locations and trigger points for traffic jams. Teresa suggested that this work could be undertaken at the same time as the site assessments.

Cllr. Andy Hinchcliffe from the housing sub-group, Cllr. Rolf Brindle from Transport, Nick Westbrook from Health and Cllr. Richard Wiltshire all agreed to be consulted. A meeting was arranged for Tuesday 1st March at 2pm

Nick C-B was shown an example of the Site Scoring spreadsheet with quadrants. Teresa explained that we do have a shortlist of sites which the spreadsheet had highlighted for us.

Nick C-B said that 20 sites had been assessed in Calne, for example. It was shown that most of the benefits came from strong community facilities. In Melksham, the example of the proposed canal link would be an example of a strong community facility. We would want to improve community facilities and enable the by-pass, railway expansion and the canal link. Cllr. Rolf Brindle observed that the railway station needs better links and it is hoped to get developer contributions to enable this. Lorraine proposed that town redevelopment needs also to be one of our priorities. This includes the possibility of large brownfield sites potentially becoming available for development at a later date.

Cllr. Rolf Brindle stated that one of the things that have come out of the consultations is that people do not want excessive development. Shirley observed that we had quite a thoroughgoing sustainability coping report for the Neighbourhood Plan and she wondered how we were going to address things like renewable energy and reducing carbon emissions in the Appraisal. Nick C-B agreed that the scoping report is comprehensive, and explained that these issues will definitely be looked at in detail at a later date.

Cllr. John Glover returned to the number of houses that we wanted to see. We have been overtaken by events. We haven't set the figure that we want to see here. Cllr. David Pollitt agreed, asking whether we intended to include the 600 or 800 houses as an enabling development for the canal in our overall number of houses. Cllr. John Glover said we need to set a figure, even if it's less than the number we know about at present. Cllr. Richard Wiltshire reiterated that we are endeavouring to look decades ahead.

8. Technical support update

We are looking to appoint a consultant effective 1st April.

A formal register of interest form has been completed and submitted by Phil and the officers will be meeting on 8th March to complete and submit the formal application.

9. Draft Neighbourhood Plan

9.1 Proposal: To include policies regarding development in areas where there is no main gas supply or mains sewage supply.

Teresa explained that there are areas around Melksham which do not have mains gas or sewerage. In her opinion we should consider only accepting development in a certain area if the developer was willing to lay mains gas, for example. Shirley McCarthy suggested it's actually better to jump technologies and go for something more advanced like ground source heat pumps rather than arrange for mains gas to be laid. Colin Goodhind asked about broadband; we should maybe look at what Wiltshire Council are proposing.

10. Public Consultation(s) update

A written report was submitted by Nick Westbrook.

Public Participation Report

Nick Westbrook noted that there is a public meeting chaired by the Mayor taking place on the health STP (Bath & North East Somerset, Swindon and Wiltshire's Sustainability and Transformation Plan). It was very much hoped that it would be constructive.

11. Any Other Business

Lorraine McRandle explained that the Chippenham Site Allocations Plan Inspectors' Report had been received earlier today. This showed the inspector supported modifications: CH1 (1,400 homes at South West Chippenham) (Showell)
CH2 (650 homes at Rawlings Green) (behind the college)

Cllr. David Pollitt said this has to be approved by Full Council so it won't happen until after the elections in May. He observed that most of the highways budget is effectively going to be used in dualling the A350 down to Lackham which will put more pressure on a by-pass round Melksham.

Teresa said that two members of Semington Neighbourhood Plan group had arranged a meeting with officers of Melksham Neighbourhood Plan; however it had transpired that Semington does not in fact have a Neighbourhood Plan. They had merely been interested in finding out more about SHLAAA sites adjacent to their area.

The meeting closed at 19:55

12. Date of Next Meeting: March 29th 2017. Cllr John Glover gave his apologies ahead of the meeting.

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](#)

<http://mycommunity.org.uk/help-centre/forums/>

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