



Melksham Neighbourhood Plan

Steering Group Meeting

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

Date: **Wednesday 24th June 2015**

Start: **6pm**

Present:

Melksham Without Parish Council: Cllr Richard Wood; Cllr John Glover
Glover; Teresa Strange (Clerk)

Melksham Town Council: Cllr Terri Welch, Lorraine McRandle, Cllr Richard Wiltshire

Health in the Community: Nick Westbrook

Environment: Rolf Brindle

Melksham Community Area Partnership (MCAP): Colin Goodhind

Melksham Area Board: Cllr David Pollitt

Wiltshire Council: David Way and guest Kate Sullivan

Selwood Housing: Paul Walsh

Agenda

- 1. Welcome and apologies**
- 2. Declaration of Interests**
- 3. Public Participation**
- 4. Minutes of the last meeting**
- 5. Matters Arising**
- 6. Payments for Approval**
- 7. Delivery Sub-Group.**
 - 7.1 Seend Parish Council
 - 7.2 [Shaw BBQ event](#) on Saturday 11th July
- 8. Task Groups.**
 - 8.1 Comment and Approval for the [Task Group Briefing notes](#)
 - 8.2 Reports from each Task Group.
 - 8.21 Health and Leisure
 - 8.22 Transport
 - 8.23 Employment
 - 8.24 Housing
 - 8.25 Education
- 9. Grant Funding.**
- 10. Review of the draft Draft Sustainability Scoping Report**
- 11. The Melksham Neighbourhood Plan Website.**
- 12. Date of Next Meeting: Wednesday 29th July 2015**

1. Welcome and apologies

Phil reported that apologies received from Steve Gray and Colin Goodhind.

Chair Cllr Richard Wood welcomed everyone to the meeting and explained the building's domestics.

2. Declaration of Interests

Phil McMullen's interest in MCAP and Nick Westbrook's interest in MyCommunity were recorded as a standing item. Paul Walsh works for Selwood Housing.

Given that other events were also being held that evening it was suggested that the meeting be subject to a shortened and more focused agenda.

3. Public Participation

There were no members of the public present at the meeting.

4. Minutes of the Previous Meeting

[Draft minutes of the May 2015 Steering Group meeting](#) (held 20 May 2015)

The minutes were proposed by Rolf Brindle and accepted and approved as a true record and were accordingly signed by the Chair of the meeting.

5. Matters arising from the Minutes

Nick Westbrook said that minute 8 there was an action to hold a briefing note meeting. This was set for 11am on Monday 29th June.

6. Payments for approval

Phil McMullen presented the [May 2015 invoice](#) reference **15/P/05 sum: £703.00**

(SG noted that claims for refunds totalling £500 in respect of filming (£250) and providing electrical support (£250) to the public consultation event on 27th and 28th March 2015 are included on the May 2015 invoice. Both have been paid in full by MCAP already to save delay in paying the service providers in question.)

Also as per the explanation in the [May 2015 minutes](#), approval for payment of a [Supplementary Invoice for February 2015](#) was also sought at this meeting, invoice **15/P/002-1 for £72.50**

Terri proposed, John seconded and all were in favour that the payments be approved for payment. They were signed off by the Chair.

7. Delivery Sub Group report

7.1 Seend Parish Council were considering preparing their own Neighbourhood or Parish Plan and had requested a report and feedback from the Open House Launch event to guide their consultation and engagement processes. Nick Westbrook, who attended on behalf of the Melksham Joint Neighbourhood Plan Steering Group, reported on the meeting at Seend on 21 May 2015.

7.2 Approval for the Steering Group to have a consultation stand at the [Shaw BBQ event](#) (click to download poster) on Saturday 11th July at 2:30. Colin Goodhind reported via email that he would be having a stand there. Teresa would be attending as well.

It was agreed that there should be a stall at Party in the Park on 18th July and at the Food and River festival on Sunday 6th September.

A date needed to be set for editing the film. Richard suggested Monday 29th after the meeting at Crown Chambers.

8. Task Groups

Cllr Richard Wood said he had spoken to Sarah Cardy. She had some helpful information, but refused to chair the housing group. Richard had also received some useful information from Wiltshire Council. Richard proposed he chaired the Housing group himself. Paul Walsh offered to serve on that group. Rolf offered to chair the Transport group, and Rolf and Terri offered to stand on it. Education and Business/Employment were the two remaining groups needing an appointee.

David Way pointed out that the Chair of each task group needed to come to the meeting to report on their activities.

8.1 Comment and Approval for the (June version of the) [Task Group Briefing notes](#)

Nick explained he was having difficulty obtaining up to date population figures. Cllr Wood offered to send him some revised figures that he'd seen.

8.2 Task Groups

8.21 Nick Westbrook presented a copy of the very extensive Notes of his informal Health and Wellbeing meeting on 16th June. It was noted that the resident who had attended was Mr. Bryan Colby.

[Link to copy of notes](#)

They particularly identified there was a need for land use in relation to GP surgeries. The projections for the number of young people are relatively static over the next ten years, but we are gaining older people at the other end of the spectrum.

David Way pointed out that the Task Groups should be led by persons who have knowledge and understanding about the Neighbourhood Planning process. The Task Groups would be required to provide detailed and informed input to the Neighbourhood Plan and must be cognisant, for example, of national planning policy and the Wiltshire Core Strategy with which the Neighbourhood Plan must accord. David suggested that Steering Group members would therefore be ideally placed to lead the Task Groups. It was acknowledged that Task Groups would need to work within the established planning framework; liaise with appropriate statutory bodies; seek informed opinion; and research relevant evidence bases to ensure their contribution to the plan would be enlightened and pertinent.

9. Grant Funding.

David Way had previously referred the Steering Group to grant funding of up to £8k which was currently available to support neighbourhood planning initiatives. It was clarified that detailed information would need to be provided in applying for these grant monies and that specific eligibility criteria would need to be satisfied. The meeting this evening needs to decide who will provide that detailed information to Phil, who will collate and apply on our behalf. Grant application available on the [My Community website](#).

It was suggested that the grant application should seek reimbursement for Phil to administer the Tasking groups.

10. Review of the Draft Sustainability Scoping Report

[Updated Scoping Report taking into account David Way's corrections and recommendations](#)

An action was placed on the Steering Group at the May meeting for all Steering Group members to critically proof read the report and advise Phil McMullen of any factual inaccuracies. The deadline for receipt of those inaccuracies is tonight's meeting.

Phil promised to email John Glover with a copy of the draft in Word format (*action completed 240615 - PM*).

Richard Wiltshire suggested we address tree planting in the Scoping Report.

When the requisite amendments had been made David pointed out that consultation could take place with the three designated statutory bodies and such other organisations as the Steering Group might deem appropriate. David Way promised to send Phil details of how to consult on the Scoping Report.

11. Website

Progress: Nick Westbrook reported that the website was awaiting confirmation of the domain name and that it could then go live.

Teresa said that at the Area Board on Wednesday there was a piece on superfast broadband. She expressed a hope that there should be something in the NP asking that developers put superfast broadband in place.

12. Any Other Business

There was no Any Other Business recorded.

13. Date of Next Meeting

The next meeting would be held at 6pm on Wednesday 29th July 2015 at Crown Chambers. Paul Walsh and Teresa gave their apologies in advance of the meeting.

Meeting closed at 6.55pm

Signed:

Chairman of MNPSG

Date:

Links to supporting documentation and relevant sites of interest

<http://www.ourneighbourhoodplanning.org.uk/resources/documents>

<http://mycommunityrights.org.uk/neighbourhood-planning/>

[Preparing a Sustainability Scoping Report](http://tuq.in/MNPSG) <http://tuq.in/MNPSG>

[Calne's Community Neighbourhood Plan](http://bit.ly/17gj6tq) <http://bit.ly/17gj6tq>

[Draft Scoping Report](#)

[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