Melksham Neighbourhood Plan

Steering Group Meeting

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

Date: Wednesday 28th February 2018
Start: 6pm

Present
Steering Group Members

i. Councillors

Cllr. Richard Wood (MWPC) (Chairman)
Cllr. Pat Aves (WC)
Cllr. Tony Watts (MTC)
Cllr. John Glover (MWPC)
Cllr. Richard Wiltshire (MTC)

Officers

Teresa Strange (MWPC)
Jo Eccleston (MWPC)
Lorraine McRandle (MTC)
Steve Gray (MTC)
David Way (Wiltshire Council)

Secretary: Phil McMullen (MCAP)

ii. Community Representatives

Shirley McCarthy (Environmental lead)

Guests

There were two Members of the Public present this evening.

1. **Welcome & apologies**

The Chairman welcomed those present to the meeting.

The Secretary reported that apologies had been received from Colin Goodhind, (MCAP) Colin Harrison (business lead), Clare Harris (MTC), Rolf Brindle (Transport lead)

2. **Declaration of Interests**

There is a standing declaration of interest in MCAP from Shirley McCarthy, Colin Goodhind and Phil McMullen. There is a standing interest in Young Melksham by Teresa Strange, with reference to any discussions concerning the Canberra Youth Centre.

3. **Public Participation**

A member of the public asked that due consideration be given to freight transport in the Neighbourhood Plan.

4. **To consider update on Progress to date by Lemon Gazelle** link: Progress Update

David Way noted that regarding the Sustainability Appraisal and SEA, AECOM should be doing that as part of their technical support package. This should not be part of Lemon Gazelle's quote.

> Post minute note: the quote from Lemon Gazelle which relates to the Sustainability Appraisal/Strategic Environmental Assessment states:
> *"work in collaboration with contractor as appropriate to supply information to enable SA/SEA to be drafted, independently of Lemon Gazelle"*
> Officers consider that that it is clear that AECOM are doing the work, that there is just a 1 day charge from Lemon Gazelle for the interface/supply of info from them to AECOM.

David Way would need to ask Wiltshire Council's ecologists to undertake habitat regulations screening assessments. This considers impact of the plan on any European designated sites. There would be no cost to that.

Regarding the Progress report dated 20th February, there is no change to the timeline anticipted.

5. **To review and comment on "Issues to Options" report** link: issues to options report

The Chairman asked that everyone consider and note the contents of the Issues to Options report produced by Lemon Gazelle.

The Steering group reviewed the Issues to Options Report and made comment on the document which was updated and returned to Lemon Gazelle. Members were asked to consider if there were any additional options and to bring to the next meeting.

6. **Minutes of the last meeting**

   6.1 Agree minutes of 31st January 2018

Cllr. Pat Aves proposed, Cllr. Tony Watts seconded and all in favour that the minutes were adopted as a true record.

7. **Matters Arising**

There were no Matters Arising raised this evening.

8. **Finance Report**

   8.1 Payments for Approval

      8.11 To consider the January 2018 invoice from MCAP
      Link: Invoice 18/P/001 sum £304.50

      8.12 To consider the latest invoice from Lemon Gazelle
      Not received

8.2   Current Budget – Steve Grey confirmed the amount spent to date was £14221, with £6125 from the consultant's budget. A breakdown of the Lemon Gazelle spend to date was passed around to those present.

Approval of the invoices was proposed by Cllr. John Glover, seconded by Shirley McCarthy. All present were in favour and the invoices were duly signed.

9.   **To note recent press release** link: February press release

Steering Group Members considered and noted the contents of the February press release.

10.   **To consider recruiting additional Steering Group members**

Consideration was given to the recruitment of additional Steering Group members. The Terms of Reference were provided which clarified the membership criteria.

Teresa Strange observed that Healthwatch had written to Melksham Without Parish Council expressing concern that the Health lead has resigned from the Neighbourhood Plan Steering Group. It was agreed to write to Healthwatch and ask if they would like to suggest a volunteer Health representative who might wish to be co-opted.

Cllr. John Glover proposed, Cllr. Tony Watts seconded and all were in favour that Mike Sankey be co-opted onto the Steering Group as a community representative.

11.   **To receive update on Local Green Spaces working and consider Next Steps**

Officers provided an update on the Local Green Spaces work which had been undertaken to date. Lorraine McRandle explained that she had consulted Calne to establish how much detail they had gone into, and the response had been that they had only designated spaces which members of the public had put forward. There was a danger that here in Melksham some significant spaces could be overlooked simply because people hadn't nominated them. It was agreed to bring the list of what had been nominated to date to the next meeting to consider.

12.   **To consider applying for future funding**

The Steering Group noted that with effect from 1st April we need to look at further funding.

13.   **To note correspondence received**

i. Canal & River Trust and Neighbourhood Plans

Steering Group Members noted correspondence received from the Canal and Rivers Trust regarding Neighbourhood Plans.

ii. Results of Calne Neighbourhood Plan Referendum

Steering Group Members noted the result of the Calne Neighbourhood Plan Referendum, which posed the question "Do you want Wiltshire Council to use the neighbourhood plan for Calne and

Calne Without to help it decide planning applications in the neighbourhood area?" The result was carried, with 3391 in favour, 247 against, 3 ballot papers spoiled.

iii. Dementia Friendly town planning

Steering Group Members noted correspondence received regarding Dementia Friendly Town Planning. Melksham Without Parish Council would like to let the Steering Group know that they support an advice note issued by the Royal Town Planning Institute on 'Creating Better Environments for People Living with Dementia'. The Parish Council would like to see dementia Friendly Panning supported by the Melksham Neighbourhood Plan. They particularly noted the following paragraph:
"If careful planning looks to create better environments for people living with dementia, it additionally needs to consider the implications of locations of specialist housing on the families of dementia sufferers and their carers. Care staff are often low paid and work unsociable hours, therefore issues such as accessibility by public transport need to be carefully considered. It was noted that if communities were dementia friendly, they were accessible and inclusive to everyone."

14. **Any Other Business**

No other business was reported this evening.

15. **Date of Next Meeting** of Steering Group: Weds 28th March 2018

Meeting closed 8.10 pm

Signed:

Chairman of MNPSG

Date:

Links to supporting documentation and relevant sites of interest

http://www.wiltshire.gov.uk/spp-shma-2017-final.pdf

http://www.wiltshire.gov.uk/spp-shma-2017-identifying-the-hmas.pdf

http://www.wiltshire.gov.uk/spp-fema-report-2017-final.pdf

http://www.wiltshire.gov.uk/planning-policy-sw-joint-spatial-framework

CCG GOV/17/07/10 Strategic Outline Case (SOC) for Chippenham, Melksham and Trowbridge

https://www.gov.uk/government/publications/fixing-our-broken-housing-market

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