



# Melksham Neighbourhood Plan

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

Date: **Wednesday 13<sup>th</sup> January 2016**

Start: **6pm**

Present:

Richard Wood (Chairman) (MWPC) (Education lead)  
Teresa Strange (Clerk, MWPC)  
Cllr. John Glover (MWPC)  
Cllr. Rolf Brindle (MWPC) (Transport lead)  
Mark Ashkowski (Housing lead)  
Colin Goodhind (Delivery task group)  
Andy Hinchcliffe (Melksham Town Council)  
Bruce Sanders (Business lead)  
Nick Westbrook (Health lead)  
Steve Gray (Clerk, Melksham Town Council)  
Lorraine McRandle (MTC)  
Cllr. David Pollitt (Area Board)  
Shirley McCarthy (Environment)

Plus Guest Speakers

Notes: Phil McMullen, MCAP

## **Agenda**

*5pm - website training opportunity for task-group leaders*

### **6pm meeting start**

- 1. Welcome & apologies**
- 2. Declaration of Interests**
- 3. Public Participation**
- 4. Presentation on the Wilts and Berks Canal – Melksham Link – Jock McKenzie and Kath Hatton** (15 minutes plus 15 minutes of questions)
- 5. Minutes of the last meeting** (held 25 November 2015)

[Draft minutes of the November meeting](#)

### **6. Matters Arising**

## 7. Finance Report

### 7.1. Payments for Approval

- 7.11 To consider refunding Terri Welch for the mulled wine for the Christmas Fair
- 7.12 To consider refunding Teresa Strange for the printing of leaflets
- 7.13 Refund for Roger Calcutt for video editing
- 7.14 To consider the November 2015 invoice from MCAP reference 15/P/011

### 7.2 Current Budget status

## 8. Public Participation Sub-Group

### 8.1 Public Participation Group report

### 8.2 Approve amendments for the Framework document for the Neighbourhood Plan

#### Amended document

## 9. Brief Updates from Task Groups

9.1 Health and Wellbeing (lead: Nick Westbrook)  
Written Report Submitted

9.2 Transport (lead: Rolf Brindle)

9.3 Business (lead: Bruce Sanders)

9.4 Housing (lead: Mark Ashkowski )  
Notes of a meeting held 09/12/15  
Notes of a meeting held 07/01/16

9.5 Education (lead: Richard Wood)

## 10. Any Other Business

11. **Date of Next Meeting:** scheduled for Wednesday 27th January 2016  
*There will be a presentation from the Housing Group at this meeting.*

### 1. Welcome and apologies

Phil reported that apologies had been received from Tom Roach, Richard Wiltshire and David Way.

### 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 has a standing interest in education matters as she is a Governor of Aloeric School

### 3. Public Participation

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

**4. Presentation on the Wilts and Berks Canal – Melksham Link – Jock McKenzie and Peter Triggs** (facilitator for land assembly) **and Ian Brittain** (finance representative and also an international architect)

Jock updated the meeting explaining they had had a very busy end to 2015, seeking to ensure they had the land and the cash to build the canal. They have elected to go with Beechwood House Developments (who Ian represents). In order to move forward, they have to find around £1m for outline planning application for the Master Plan. That was found and a deal signed off last October. A company named Melksham Link Ltd has been set up, which is working closely with Wiltshire Council at strategic planning level. The plan has nearly been finalized – two landowners have caused a small revision to be made. The overall package covers 530 acres.

Jock wishes to discuss with Melksham Without Parish Council whether the 6 to 10 acres at the back of Berryfield is (still) available to purchase.

Ian presented a new plan. The idea is to use the canal as a natural boundary for future development. There is the potential for 84 acres of housing which is a touch over 800 houses in total. 20% of this will be social and affordable housing. Density is around about 24 per hectare. Access to housing would be via Berryfields and not from the A350. It's not considered a problem that Semington Road itself is a no through road. None of the housing can happen until the canal is built. A space for a cemetery extension is included. A space for a new primary school has been incorporated. The original, larger road into Berryfields is to be retained thanks to a new canal lock at the front of the Berryfields area which lowers the water level. The Village Hall is still in the same position. There is space for a doctor/dentist area. An existing farm house will be turned into a Spa Hotel, rather than a Premier Inn type of establishment. There are also plans for a museum, in conjunction with the Well House Collection and Devizes Museum. The marina would be phased in, initially 250 berths, eventually 450.

There was some discussion about allotments and ownership, which needed to be taken to a separate Melksham Without Parish Council meeting.

Mention was made by Richard (education group) that new schools had to be at least two-form entry (i.e. 420 pupils). Jock explained that it was intended to be a [Forest School](#), for which Wiltshire Wildlife Trust are custodians.

Peter explained that there were eight or nine landowners, primarily John Stainer and Mr Gooley. They are endeavouring to have one lawyer acting for all parties. Basic terms have been agreed; financial terms have been agreed; legal fees are still to be addressed.

There is a badger survey still to be done. Some surveys have to be completed by the end of February. These were on track.

Nick made the point that some sites adjacent to the air ambulance helicopter site may need to be protected in an integrated way. Richard mentioned the retention of the green buffer between Berryfields and Melksham.

Jock asked whether our team had seen the AMEC report, a study commissioned by Wiltshire Council to look into what would happen as a result of the canal going ahead. Rolf confirmed he had seen it. It looked at the economic benefits to other towns such as Bradford on Avon (an estimated million pounds a year's worth of benefits)

Mark Ashkowsky asked whether housing would be providing CIL payments in addition to the canal. This was confirmed by Jock and Ian.

Teresa asks what relationship this has to the original canal planning application from two or three years ago. Jock confirmed the last studies had been completed and they hoped that permission for the original canal corridor would be agreed in the next couple of months. They would run in parallel, but it was hoped that in due course the new plan and the old would be harmonized.

Teresa asked whether there was any provision for a community centre. Ian confirmed both site and building were allowed for in the costings.

The speakers were warmly thanked by all those attending for their presentation.

## 5. Minutes of previous meeting

[Link to draft November 2015 meeting minutes](#)

Steve said that the town council has expressed concerns over comments made in section 8, and said there was a perception that the Steering Group is in danger of becoming more of a lobby group and getting side-tracked rather than developing an evidence base on which to move forward.

Richard said the point was well made. Nick said he supported that. The comments made referred to a public domain press release. The minutes should reflect what is decided by the steering group.

Richard said the meeting notes should be included as an annex but the minutes should show what was agreed at the meeting and not the evidence that went towards the discussion. Phil agreed to amend the minutes accordingly.

Rolf proposed accepting the minutes apart from section 8, which needs rephrasing to make it clearer. This would save circulating again stuff that had already been said. Colin seconded this proposal. All were in favour.

Post minute note: revised version now [available here](#)

## 6. Matters Arising

There were no other matters arising.

## 7. Finance report

Lorraine mentioned that £3 was taken at the Christmas Fair from sales of mulled wine.

### 7.1. Payments for Approval

7.11 To consider refunding Terri Welch for the mulled wine for the Christmas Fair, a sum of £14.79 broken down as follows:

Wine	£11
Sugar	.45p
Lemonade	.68
OJ	£1.76
Spices	.90p
Total	£14.79

This was proposed by Rolf, seconded by John, all were in favour.

7.12 To consider refunding Teresa Strange for the printing of leaflets – total £25.00 (receipt available)

Nick proposed, Colin seconded, all were in favour.

7.13 To consider [attached invoice number 2401](#) from RD Calcutt reference video editing for the sum of £150.00. Although approved at the November meeting, Mr Calcutt wrote reminding the Steering Group that this sum was still outstanding as at 17<sup>th</sup> December

Steve confirmed this has now been paid.

7.14 To consider the November 2015 invoice from MCAP reference 15/P/011 sum: £311.75

[November 2015 Timesheet](#)

Bruce proposed, John seconded, all were in favour.

## 7.2 Current Budget

Steve stated that the current total is £4598.00, prior to the current invoices just approved.

## 8. Public Participation Sub-Group

### 8.1 Public Participation Group report

[Written report submitted](#)

Nick said there was a contact list of around 200 people established. There was a training session earlier. Bruce mentioned during the training earlier on that public participation needed broadening and would like to look at using some professional engagement to get people to engage.

Nick said it was important that people sign up to this. He observed that there's only three people around the table signed up to the Community. Getting people to do things is quite difficult as everyone's so busy.

Bruce was concerned that a lot of people are signed up to engage on health issues but we need a lot of other people engaged as well because they aren't necessarily the right people to decide on housing or business or whatever.

### 8.2 Approve amendments for the Framework document for the Neighbourhood Plan

[Amended Framework Document](#)

Nick explained the document had been revised and updated based on comments received. We don't need to spend a lot of time on each topic – some won't be particularly relevant. The work done on this was much appreciated.

## 9. Brief Updates from Task Groups

### 9.1 Health and Wellbeing (lead: Nick Westbrook)

#### [Written report submitted](#)

Nick said a meeting was being arranged regarding Melksham Hospital involving the health work group or indeed other members of the steering group. He was of the opinion that members of the public should be invited as well to that meeting.

*Post minute note: Nick wrote, with reference to Minute 9.1, my written report identified a number of issues which the meeting with the CCG is to discuss in their plans for the future provision of health care in the Melksham so that we can identify land-use implications - this is not limited just to Melksham Hospital.*

Steve said he feels it's important for this meeting to maintain its focus on providing evidence for the Neighbourhood Plan and specifically land use. It should really just be down to the task group to engage. The meeting agreed that members of the Steering Group could be invited. All were in favour.

Teresa said that they, the CCG, need to engage with the people of Melksham over the wider issues surrounding the hospital, but the Neighbourhood Plan should not be engaging with people about issues other than land usage.

### 9.2 Transport (lead: Rolf Brindle)

Rolf had little to report but he is hopeful of having another meeting now he is starting to get an idea of which sites are being looked at.

Rolf asked for an indication from those at the meeting who supported the idea of traffic lights at Farmers' Roundabout. There were no responses.

### 9.3 Business (lead: Bruce Sanders)

Bruce said that some work had been done to try and recruit someone new without success to date. Business people are busy people.

Colin had spoken to Superior Graphics who had a lot of ideas about what should be provided to businesses on Bowerhill. They had been frustrated by the Wiltshire Council newsletter which included a broken link. It was agreed to try harder to contact businesses.

### 9.4 Housing (lead: Mark Ashkowski )

[Notes of a meeting held 09/12/15](#)

[Notes of a meeting held 07/01/16](#)

Mark said that a lot of hours had been put in over the Christmas break and the preliminary assessment had been completed on the 45 sites and a long list completed. A presentation would be made to the next meeting which includes several suggestions for shortlists.

### 9.5 Education (lead: Richard Wood)

Richard said there will be another meeting soon and a report needed to be produced.

## 10. Any Other Business

Colin said we haven't followed up what we agreed in October in finding people to get involved and help Nick. What are we doing in appealing and targeting possible people? Colin thinks we should pursue looking at advertising for people to get involved, perhaps target parish magazines.

Nick suggested contacting everyone interested in Health and asking if they'd like to help out on the Health group.

Nick agreed to get Emma to look at writing to the sub-group leaders with a draft letter requesting assistance.

It was agreed this should be an agenda item in two weeks.

Teresa also asked that identifying who is responsible for updating the [website](#) be added to the next meeting.

## 11. Date of Next Meeting

Date of Next Meeting – Wednesday 27<sup>th</sup> January

Colin Goodhind gave his apologies ahead of the meeting.

**Signed:**

**Chairman of MNPSG**

**Date:**

## Links to supporting documentation and relevant sites of interest

[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**