



MELKSHAM
NEIGHBOURHOOD
PLAN

TEMPORARY LOGO

Melksham Neighbourhood Plan

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

18:00 Wednesday 28 January

Present:

Steve Gray (Town Clerk MTC)
Teresa Strange (Parish Clerk MWPC)
John Glover (Cllr. MWPC)
Paul Carter (Cllr. MWPC)
Terri Welch (Cllr. MTC)
Nick Westbrook (Health in the Community)
Colin Goodhind (Melksham Community Area Partnership)
Debbie Hendon-Jones (Historic and Built Environment)
Rolf Brindle (Cllr.) (Environment and Climate Change)
Tom Roach (Business)
Phil McMullen (Melksham Community Area Partnership)

Apologies: Richard Wood (Chairman) (Cllr. MWPC)

AGENDA

1. Welcome and apologies
2. Declaration of Interests
3. Public Participation
4. Minutes of the last meeting (held 2nd December 2014)
5. Matters Arising
6. Payments for Approval
7. Review of Information Evening held 20th January 2015
8. Delivery sub-group
9. Update from Wiltshire Council
10. Date of Next Meeting

1. Welcome and apologies

John Glover opened the meeting by pointing out that the group hasn't officially got a vice chair in the absence of Cllr. Wood.

Rolf Brindle suggested the Town ought to provide the Vice-Chair. Someone neutral meanwhile needed to be appointed for the purposes of this meeting.

Rolf proposed and all were in favour that Colin Goodhind chair the meeting. Colin pointed out that he had to leave at 19:30.

2. Declaration of Interests

Debbie declared an interest in the Canal Trust which she was assisting on a voluntary basis.

Rolf declared an interest as Parish Council representative on the Canal partnership.

Colin declared an interest as MCAP's representative on the Canal Partnership.

3. Public Participation

There was no public representation at the meeting.

4. Minutes of the last meeting (held 2nd December 2014)

Rolf proposed that we accept and John Glover seconded and all were content that we adopt the previous minutes as a true record.

Copy of minutes: <http://tuq.in/MNP>

5. Matters Arising

Rolf asked that we formally thanked the representatives from Malmesbury for an excellent presentation. There were no other matters arising from the previous minutes raised.

Steve said that he had asked Jon Hubbard to establish who the representative from the Area Board might be on the Steering Group.

6. Payments for Approval

A copy of MCAP's invoice to December 2014 was submitted and considered for approval. John Glover pointed out that he hadn't attended sub-group meetings so was unable to approve them. Colin and Debbie however were there and minutes were provided. John Glover proposed, Debbie seconded and all were in favour that the invoice be approved. The Town Council would settle the invoice and then send a proportion back to the Parish.

7. Review of Information Evening held 20th January 2015

John Glover said that currently any application for the Melksham Link would be rejected as it's not in the core structure. Wiltshire Council had indicated that any Berryfields developments, including the canal, would be rejected. Rolf Brindle said that if there was a strong indication that the canal link and associated development would be in the

Neighbourhood Plan, that gives it more impetus than other developments that had been turned down. Steve Gray stated that the Canal is core policy within the core strategy. John Glover offered the opinion that we as a group needed to set a series of criteria against which we would judge any application for development. Debbie pointed out that setting those criteria is part of the proposal that the Housing task group was to address. All agreed.

Nick Westbrook stated that the canal had to be seen as part of the whole Neighbourhood Plan area and not only concentrate on Phase 1 in detail – Phase 2 (in town) could well be impacted.

Debbie said it was evident that it's important to keep neighbouring parishes up to speed. This was agreed. Teresa mentioned that MWPC had borders with Semington, Seend, Atworth, Bromham, Broughton Gifford and Lacock, and the tip of Rowde.

Colin asked that we specifically ask Malmesbury how they approached the neighbouring villages.

A action was placed on Phil to make contact with the neighbouring parish clerks and invite them to be involved in the Neighbourhood Plan at sub-group level (*post minute note: action completed 06 February 2015*)

Nick said that it was interesting that the initial survey results had suggested that the canal project was currently quite low in local people's priorities.

Tom asked whether there was any indication of the number of extra jobs in the future, and whether business development land was to be identified. Teresa pointed out that the Barker-Langham (consultancy) had identified the economic benefits of the canal. There is also an economic study available which has been adopted by the Canal Trust.

John: it's for the Neighbourhood Plan to identify a wide range of potential additional jobs, not only that which has been identified by the Canal.

Nick: There should be an employment and economy task group as well as a housing task group.

Steve remarked that the important thing for him that came out of the Malmesbury presentation was the need to establish a scoping document.

Teresa agreed, saying you need to know how you are weighting criteria, you also need to know how you are going to identify the sites which you are going to weight.

Colin asked: how are we going to handle the production of that? Are we going to form a sub group? Are we going to start using the Malmesbury document as a base? We could even take what they've got and accept that. John: said we would have to ask the community what they think the criteria should be. **John to work with Phil as the Steering group's administrator to adapt the document and then develop it further and then take it to the next meeting.**

8. Delivery sub-group report (including report on launch event to be held on 27th and 28th March)

Nick referred the meeting to Annex A the engagement calendar and Annex B which was the estimated budget.

Annex A the Engagement Calendar: <http://tuq.in/oRrB>

Annex B the Estimated Budget: <http://tuq.in/R4a4>

Nick said the Assembly Hall has been confirmed for the launch event, and also the upstairs of the Town Hall which can be used as a workshop or more formal event.

Following the launch event there would be series of workshops and community events giving people from the local area the chance to come along and talk about issues. Five task groups were identified as being required: **Housing, Employment & Economy, Health & Wellbeing, Transport, and Education & lifelong learning**. Colin noted that these headings needed to be incorporated into the scoping document.

Phil remarked that Selwood Housing had indicated two directors who were keen to be involved in a Housing group:

Adrian Walshe
Head of Neighbourhoods
Selwood Housing
a.walshe@selwoodhousing.com

Paul Walsh
Development director
Selwood Housing
p.walsh@selwoodhousing.com

Nick went on to say we have already had approaches from a number of groups. Several sustainability groups have expressed an interest; health professionals have said as much too. The public was to be asked and encouraged to come forward and get involved.

Teresa noted that we needed to refer back to the council, and in particular the development committees. The council may have a different view to the individual councillors.

In terms of costings, Nick noted that some are estimated, some are caveated, some are tenuous but best advice has been taken.

John proposed and all accepted that Appendix A be accepted.

Rolf said that we need to say we have noted and accept the provisional costings. Debbie said she wasn't comfortable with accepting the figures just because they're written down. Nick assured her that the clerks would be involved and proper quotes gained before any expenditure was incurred.

Nick has provisionally reserved for two years the agreed domain name; the hosting would be separately billed.

Annex B was accepted as a proposal but all costs were subject to approval. John Glover proposed that it was formally noted.

Nick then presented the outcomes of the initial survey to the meeting. Around 100 people had responded in total to this brief initial survey. It was only a snapshot, but it's interesting that for example Melksham Hospital came so high in the list in terms of public support. It's also interesting that the Wilts and Berks canal only comes 14th in the list of priorities.

Colin noted that more people needed to be involved in the scoping document if at all possible; it needs to be seen as an adequate sample in order to have credibility. Steve noted that Dawlish Neighbourhood Plan had been kicked out because there was too much focus on what people wanted and not what they needed.

Nick stated that we need to provide guidance to the task groups in the Scoping Document on the evidence they should be seeking, the areas they should be looking at and how they should go about obtaining that evidence.

9. Update from Wiltshire Council

There was no representation from Wiltshire Council at the meeting. It was noted that the core strategy had been adopted and that as mentioned above planning applications in Berryfields had been refused.

Post minute note: following received 02 February 2015 in response to the draft minutes:

I would just like to clarify a couple of points from reading through the minutes of the 28th January steering group meeting:

Melksham canal link – Core Policy 16 of the Core Strategy sets criteria for deciding any proposals for the Melksham link. I don't think comments under section 7 of the minutes regarding applications for the Melksham link are quite correct. Any application would be decided against Core Policy 16 (and other relevant policies) of the Core Strategy. You can of course include your own additional criteria in your Plan as long as they are in general conformity with the Core Strategy policy.

Regarding production of a 'Scoping document' – the need to produce a 'Scoping Report' is part of the Strategic Environmental Assessment (SEA) requirements. This is a specific task that Natural England, English Heritage and the Environment Agency have to be consulted on. It forms the first stage of the SEA and is effectively the evidence base for the continuing SEA work. However, much of what will be contained in that report will also be very useful as evidence for your Plan. Have you thought about who will produce the SEA? Are you looking to do it in-house or get consultants to do it? It is quite a task and if you do it in-house quite time-consuming for someone who would first have to learn how to do it. Consultants would charge around £7-8k for the SEA work. For more info, see the Planning Practice Guidance at <http://planningguidance.planningportal.gov.uk/blog/guidance/strategic-environmental-assessment-and-sustainability-appraisal/sustainability-appraisal-requirements-for-neighbourhood-plans/>

Thanks, David Way.

10. Date of Next Meeting

The 6pm start time was agreed as being appropriate and Crown Chambers a suitable venue for further meetings. The next meeting was set for **Wednesday 24th February** and thereafter the last Wednesday in each month.

Meeting dates later in 2015:

25th March
29th April
27th May
24th June
29th July
26th August
30th September
28th October
25th November
30th December (to be confirmed)

Links to supporting documentation and relevant sites of interest

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

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

www.rsnonline.org.uk_RuralChallenge2015.pdf

[Spotlight on Rural Health http://tuq.in/8G5e](http://tuq.in/8G5e)

[Application for Designation of the Corsham Neighbourhood Area http://tuq.in/eza6](http://tuq.in/eza6)

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

[Calne's Community Neighbourhood Plan](#)

Common Abbreviations: MNPSG = Melksham Neighbourhood Plan Steering Group; NP = Neighbourhood Plan; 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