



Melksham Neighbourhood Plan

Steering Group Meeting

Melksham Fire Station, Semington Road,
Melksham, SN12 6DD

Date: Wednesday 27th June 2018

Start: 6pm

Present

Steering Group Members

i. Councillors

Cllr. Adrienne Westbrook (MTC)
Cllr. Paul Carter (MWPC)
Cllr. Alan Baines (MWPC)
Cllr Phil Alford (Wiltshire Council)
Cllr. Pat Aves (MTC)
Cllr. Tony Watts (MTC)

ii. Community Representatives

Rolf Brindle (Transport)
Mike Sankey
Colin Harrison (Business)
Shirley McCarthy (Environment)

Guests

There was one Member of the Public present this evening.

1a. Nomination of Chairman

In the absence of Cllrs. Richard Wood and John Glover, Cllr Adrienne Westbrook was proposed by Cllr. Paul Carter, seconded by Mike Sankey, approved by all present and agreed to Chair the Steering Group meeting.

1. Welcome & apologies

The Chairman welcomed those present to the meeting.

Phil McMullen reported that apologies had been received from Steve Gray (MTC), David Way (WC), Cllr. John Glover (MWPC), Cllr. Richard Wiltshire (MTC), Cllr. Richard Wood (MWPC), Colin Goodhind (MCAP)

Officers

Jo Eccleston (MWPC)
Lorraine McRandle (MTC)
Teresa Strange (MWPC)

Secretary: Phil McMullen (MCAP)

2. Declaration of Interests

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

There were no other declarations of interest expressed this evening.

3. Public Participation

There was one member of the public present, who wished only to observe.

4. Minutes of the last meeting

4.1 [Agree minutes of meeting held 30th May 2018](#)

Lorraine McRandle noted that in Item 6.2, the confirmed figure should be £15,135.36. Given that amendment, adoption of the Minutes were proposed by Cllr. Paul Carter and seconded by Shirley McCarthy.

4.2 Matters Arising

6.11 Teresa Strange confirmed that the grant requested has been formally approved in full and the invoice referred to has now been paid.

7.4 SEA stands for Strategic Environmental Assessment.

9.2 Linda de Santiz is willing to sort through her portfolio of photos once she has completed work on Britain in Bloom. A request for photos had also been put on FaceBook.

5. Finance Report

- 5.1 To consider the May 2018 invoice from MCAP
Link: [May 2018 MCAP invoice](#) sum £130.50

Proposed by Cllr. Paul Carter seconded by Cllr. Tony Watts and all were in favour. The invoice was duly signed.

- 5.2 To note current budget – amount of spend to date

Lorraine McRandle confirmed that the amount spent to date was £16,424.61

- 5.3 To receive update on Locality grant funding application

Teresa Strange confirmed that the grant paperwork has been confirmed.

6. Draft Policy Document

- 6.1 To review information against policies provided by Environment lead

Shirley McCarthy expressed the opinion that the aims expressed are laudable and eco-focussed, but that there is a weak link between those aims and objectives and the policies themselves.

There was a discussion held which highlighted the fact that the recommended advice from Lemon Gazelle was statements should not be too specific; for example it should be stated that the use of public transport should be encouraged and planned for rather than specifically stating that the current Melksham Railway Station site should form a public transport hub. This could have the potential to preclude it being located elsewhere and we would be stuck with a transport hub in the wrong place.

It was agreed that we should receive further guidance – Teresa Strange advised that we send the suggested clarifications to Lemon Gazelle for further advice. The Chair seconded this approval and all were in favour.

6.2 To look again at the Policy document provided by Lemon Gazelle.

It was agreed that the structure of the document needs to be reconsidered as it doesn't always flow in a logical manner. For example, relate the objectives at the beginning to the sections as appropriate.

7. To note correspondence from Wiltshire Council Link Officer re: statutory assessments

Teresa Strange explained that David Way had advised that we would need to undertake a Habitats Regulations Assessment (HRA) screening on an early first draft of the NP.

Also, although AECOM are already doing the SEA, we will also need to produce an SEA screening report.

8. To receive feedback following AECOM meeting re: technical support

Teresa Strange explained that we have been successful in being awarded technical support to undertake a second round of Site Assessments. AECOM would be coming down to carry out site assessments on 14 locations in the latter part of July. The sites originally assessed had been selected via a criteria led approach based on the steering group's original strategic objective, which was enabling development for an eastern bypass and the canal. However, as it became clear that neither of these objectives would come to fruition during the plan period, the process started again with a criteria led approach to site selection based upon significant community gain. 14 sites were identified and put forward for comment at a public consultation. Only 3 sites considered at the public Housing Sites Consultation had already been assessed by AECOM. Therefore all 14 sites will be assessed by AECOM so that all sites are assessed consistently. This will take an estimated 12 weeks to complete.

We have also been awarded technical support to undertake a Housing Needs Assessment to establish the scale and mix of housing and the range of tenures that is likely to be needed in the area over the plan period.

This and the required S.E.A. can all run in tandem over the estimated 12 week period. These will be completely independent reports provided by AECOM and there would be no additional cost to ourselves.

It was noted that all of these assessments would run alongside each other over the same 12 week period. A discussion took place over timescales and when the plan would go out to Regulation 14. It was felt that the regulation 14 consultation should not take place over the Christmas period and that it would be better to wait until January or February as feedback from the public would need to be analysed before the plan goes out to statutory consultees.

9. To receive feedback following Neighbourhood Planning HIVE event at University of Reading

Teresa Strange explained that representatives from 35 Neighbourhood Plans had attended the conference on 6th June, all of them at different stages of development. 2300 Neighbourhood Plans have started, and only 500 in the country have completed. Everything that was said was echoed by our own experiences. It was important to use all of the evidence gathered for the neighbourhood plan when applying for any funding and it was also valuable evidence for CIL as it identified what residents and the public wanted in their community.

More significantly once the plan was made and adopted how would it be implemented. How is the plan kept up to date? The Steering Group would need to review the plan every 3-5 years and this review period needs to be written into the plan. It could be that trigger points are used to decide when a review is necessary. Additionally, both the Town Council and the Parish Council need to have resolutions to agree that they will adhere to the plan. There have been instances where there has been a change in Council and post election the councillors do not necessarily hold the same views.

Teresa confirmed that Neighbourhood Plans had to conform to the Local Plan or they will be challenged in the High Court. Therefore the Neighbourhood plan must run to 2026 to be in line with the Core Strategy, as the current review of the Core Strategy is not advanced enough to carry any weight.

10. To receive an update on website development

Colin Harrison proposed that a sub-group needs to be established in order to engage people and help script what they are to say. Colin Harrison mentioned that he had spoken to Ashleigh Forgacs who had expressed an interest in filming the “talking heads”.

Cllr. Adrienne Westbrook said that she felt it was important that the general public were represented.

Lorraine McRandle recommended Frome Neighbourhood Plan’s exercise as a good model to follow, and suggested that those present took a moment to view the video – [link to video available by clicking here](#)

It was agreed to form a working party. Mike Sankey agreed to join the group. Richard Wood or John Glover should be included, and Colin Goodhind if available; Rolf Brindle suggested Graham Ellis to talk on transport issues; Adrienne put forward the name of a drama teacher at the Oaks School.

It was noted that the current Wix website would need significantly upgrading before video could be uploaded. Phil McMullen suggested that a new “front end” website might be created in order to host

the video and the existing Wix website retained and linked from there.

11. **GDPR (General Data Protection Regulations)**

11.1 To consider draft Privacy Notice for Neighbourhood Plan website

It was agreed that Teresa Strange would contact the Data Protection Officer for the Town and Parish Council for guidance on who should be identified as the Data Information Controller for the Neighbourhood Plan. Phil McMullen reported that Steve Gray is of the opinion that it should not be the Town Council; however it was recognised that they are the lead council on the Melksham Neighbourhood Plan.

Action placed on Phil to take the current Privacy Notice document down from the website until clarification can be reached.

11.2 To note storage of consultation documents

Teresa Strange explained that the physical consultation documents held by individuals that contained data with the public details – Post-It notes, etc. – all needed to be returned to the Town Hall and stored appropriately.. Nick Westbrook had already passed all his documentation across to Officers.

12. **Date of Next Meeting** of Steering Group: Weds 25th July 2018 at the Fire Station.

Apologies ahead of the July meeting were received from Jo Eccleston and Mike Sankey.

Meeting closed 7.30 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; AB = Area Board; SCOB = Shadow Community [campus] Operations Board; SG = Steering Group; 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