



# Melksham Neighbourhood Plan

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

**Date: Wednesday 28th September 2016**

## **Present:**

Cllr. Richard Wood (Chairman) (MWPC)  
Teresa Strange (Clerk, MWPC)  
Cllr. Rolf Brindle (MWPC) (Transport lead)  
Nick Westbrook (Health lead)  
Cllr. David Pollitt (Area Board)  
Cllr. Richard Wiltshire (MTC)  
Steve Gray (Melksham Town Council)  
Cllr. Greg Coombes (MWPC)  
Cllr. Andy Hinchcliffe (MTC)  
Cllr. Greg Combes (MWPC)

Plus five members of the public

Notes: Phil McMullen, MCAP

## **1. Welcome and apologies**

Richard welcomed everyone to the meeting and ran through some basic housekeeping procedures for the premises.

Phil reported that Cllr John Glover (MWPC) had given his apologies for this evening's meeting. Cllr Greg Coombes was standing in his place. Apologies had also been received from Mark Ashkowski, Colin Goodhind, Lorraine McRandle and Shirley McCarthy.

## **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 also, as a trustee of Young Melksham, has an interest in any discussions regarding the Canberra.

### **3. Public Participation**

Richard welcomed members of the public who were present, and asked if they'd like to speak, which nobody present wished to.

### **4. Minutes of the last meeting**

#### **4.1 Agree August 31st Minutes**

##### Draft August 2016 Minutes

Andy Hinchcliffe proposed that the minutes of the July meeting were accepted as a true record; seconded by Rolf and all were in favour. The minutes were duly signed.

### **5. Matters Arising**

There were no matters arising noted.

### **6. Update on Technical Support**

Teresa reported that a group had met with a representative of AECOM. He had explained initially that they give an independent assessment of sites. When he realised that there are so many SCHLAA sites, it was suggested that we send them a shortlist; we felt then that it would no longer be independent. We therefore decided that the best approach was to have a sustainability appraisal undertaken which looked at the four quarters and decided on the best approach, so that subsequently only sites in the selected area is shortlisted. The housing group divided the map into quadrants subsequently, and have drawn up a plan with rivers and roads denoting the boundaries between each quadrant. The south west corner is the canal; the north east corner is the potential by-pass for example. We have now applied for the technical support on that basis. They will also do the SEA at that time, with Lorraine and Teresa lending local knowledge.

Steve Gray said that we had originally applied for SEA technical support but had instead been guided towards housing. But it had now been agreed that doing SEA first was appropriate. His concern was that we should now only look at development which brings something to the community area.

It was proposed by Andy Hinchcliffe that we formally approve the four areas, seconded by Rolf Brindle and all were in favour. The document was therefore formally approved and could now be submitted to AECOM.

It was also approved that Lorraine and Teresa should accompany the surveys on the ground when undertaken, on behalf of the Parish and Town Councils.

Post Minute Note: Phil was informed on 29th September that the application had been successful: *Thank you for applying to the Neighbourhood Planning and Community Buildings programme on behalf of Melksham Neighbourhood Plan Steering Group. We*

*have reviewed your application for Technical support and we are pleased to confirm that your application has been approved.*

## **7. Finance Report**

### 7.1 Payments for Approval

7.11 To consider the August 2016 invoice from MCAP reference 16/P/008 sum: £203.00

#### [MCAP timesheet for August 2016](#)

Andy Hinchcliffe proposed that these were accepted and Nick Westbrook seconded and all were in favour.

### 7.2 Current Budget

Steve Gray reported that we have spent a total of £7785.31 to date.

## **8. Wiltshire Council DPD update**

Cllr. Pollitt reported that it was supposed to go to Cabinet this month, but he isn't aware that it has done so. He's also aware that WC are looking at a "Wiltshire Estates" proposal alongside the MoD and Health Services to consider disposing of government land which adjoins, e.g. a larger area might be more interesting to potential developers if offered for sale.

## **9. Public Participation Group report (lead: Nick Westbrook)**

### [PPgroup report](#)

Nick Westbrook said that the Neighbourhood Plan had a stand at the Food and River Festival. It had proven difficult to engage with the public, but some interesting comments were raised which he had captured.

Nick questioned whether we do the same again at the Christmas Fair this year – he has doubts on the effectiveness.

There has been an invitation to a Bowerhill Residents Action Group event on Tuesday 8<sup>th</sup> November in the Village Hall between 7 and 9pm.

## 10. Health and Wellbeing (lead: Nick Westbrook)

### 10.1 Health and Wellbeing Group report (lead: Nick Westbrook)

#### [Report of Health and Wellbeing Task Group to September SG Meeting](#)

##### [Health and wellbeing task group briefing note](#)

Nick said it was good to see local doctor's surgeries and also local dentists represented at an excellent meeting on 6<sup>th</sup> September.

A number of issues had been raised which Nick had followed up with National Voices, a national umbrella organisation. He has been asked to contribute to a report they are preparing on the disconnect between government policy of building more and more houses and simultaneously cutting services.

Richard Wiltshire said it was interesting to note that the town is pulling patients in from a wide area to be treated at local dentists.

10.2 There was a proposal from Nick Westbrook *to adopt as an additional policy HW19 that: as the number of new houses included in recent planning applications and the consequential increase in the population of the MNP area will now exceed Wiltshire's strategic Core Strategy and JSNA targets for 2026, to agree that all future large-scale developments of more than 25 houses should include s106 and CIL funding contributions towards meeting the future community, health and infrastructure needs of the Melksham area.*

Teresa noted that there are two types of CIL funding. There's funding that comes to the Town or Parish Council, and it's for the elected officials to decide; and there's Section 106 money which is agreed between Wiltshire Council and the developer, and we have no input on how that is spent. She doesn't feel we should be drafting a policy which we have no influence over. Steve Grey agreed they he doesn't feel it's within the terms of the NP Steering Group to dictate such a policy, and suggested the insertion of the word "seek" or "sought"

Nick said he had checked and that it's legitimate to have a policy. It was important to establish a principle.

Richard said that the group supports the necessity to include contributions towards housing infrastructure needs in Melksham for all housing developments of over 10 houses and he would like it brought to the next meeting subject to some clarification over the two types of CIL and the amendment to the wording as suggested above.

## 11. Any Other Business

11.1 Nick Westbrook wishes to propose:

*To invite the Wilts and Berks Canal Trust to be represented on the MNP Steering Group henceforth so that they can be involved in our discussions about the impact of the timetable for future development of the canal and associated infrastructure as outlined in the recent briefing.*

Nick explained that this arose from the meeting held two weeks ago. He had been taken aback at the timetable outlined that evening, which suggested it would be completed by 2020 which is well within the Neighbourhood Plan timescale. If it was to be adhered to, it's going to cause significant problems to the support of health services in particular.

He had met earlier today with colleagues from the Health group which had agreed between them also that someone from Wiltshire Council should also be invited to the meetings, potentially Rhys Schell.

Richard asked how the meeting felt about inviting the Canal Trust, which is separate to the developers. David Pollitt questioned how useful it would be given that some information is commercially sensitive.

Richard Wiltshire said the important word was "invite" and he was in favour of them being given the option. Rolf Brindle said he isn't convinced, but he feels we should ask them to contribute.

Steve Gray said he had a problem with them actually being members of the steering group, where impartiality is key. Teresa agreed, saying that there is a big difference between being a voting member of the steering group and being invited to contribute. Andy Hinchcliffe felt quite strongly that they shouldn't have any voting rights.

Richard Wood suggested that we might instead give them an open invitation to future Steering Group meetings.

Regarding Wiltshire Council, Richard suggested that it might be beneficial to have someone from the Planning department when David Way isn't available. David Pollitt agreed that Rhys Schell could be useful from a Health and Wellbeing point of view. Richard Wood said we should sound out Rhys with a view to him liaising with the Health group and potentially attending their meetings.

Everyone was in agreement with this approach.

Teresa also remarked that Seend and Hilperton were now designated Neighbourhood Plan areas.

## 12. **Transport group report** (lead: Rolf Brindle)

Rolf presented an informal draft document to the meeting. There are 8 bullet points looking at connectivity, traffic reduction, improvement of integration, river corridor enhancement, improvement of cycle network, a safe place for coaches, better information and parking including a lorry park on Bowerhill.

Teresa mentioned that a pedestrian cycleway from Dunch Lane through to Shaw was required by Shaw and Whitley and suggested this might be added to the document.

Teresa asked whether the land around the railway station should be reserved as industrial land, which the meeting agreed with.

Rolf commented that Wiltshire Council appear to have dropped their dual carriageway ambitions. However, Teresa confirmed that WC have applied for a grant so it would still seem to be on the table.

There was a lengthy debate about parking. Rolf's suggestion that new build houses received one parking space per bedroom was not approved by the meeting. However, improved signage and differential parking charges were approved as something which might usefully be included.

Teresa suggested that every child has a right to get to school safely should be incorporated as a policy.

Teresa also noted that the electric charging point seems to be used more and more, and that potentially we should include a comment promoting charging points.

## 13. **Housing** (lead: Mark Ashkowski )

It was noted with considerable regret that Mark Ashkowski had resigned as Chair of the Housing Group.

Andy Hinchcliffe said that the group desperately needs a new lead and would like to have a discussion with Richard and Teresa towards identifying and appointing a new chairman. This was agreed to immediately after the meeting

## 14. **Business**

Colin Goodhind reported via email that he had held a useful meeting with Dawn Lovelock and Richard Blueitt from Superior Graphics and would report back next meeting.

15. **Education** (lead: Richard Wood)

Richard Wood said he had held a useful meeting with St George's in Semington, where there is potential for the school there to expand. There are encouraging signs that schools are interested in growing.

16. **Environmental update** (lead: Shirley McCarthy)

There were no issues identified or discussed.

17. **Date of Next Meeting:** scheduled for Wednesday 26th October 2016

Meeting to note that Phil is on leave immediately beforehand so an agenda would be delayed in being sent round.

**Chairman of MNPSG**

**Signed:**

**Date**

**Links to supporting documentation and relevant sites of interest**

[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**