



# Melksham Neighbourhood Plan

## Steering Group Meeting

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

Date: Wednesday 28th March 2018

Start: 6pm

### Present

#### Steering Group Members

##### i. Councillors

Cllr. Richard Wood (MWPC) (Chairman)

Cllr. Tony Watts (MTC)

Cllr. Paul Carter (MWPC)

Cllr. Richard Wiltshire (MTC)

Cllr. Pat Aves (Wiltshire Council)

##### ii. Community Representatives

Shirley McCarthy (Environmental lead)

Mike Sankey

Colin Harrison (Business)

#### Officers

Jo Eccleston (MWPC)

Steve Gray (MTC)

Secretary: Phil McMullen (MCAP)

### Guests

There were two Members of the Public present this evening.

#### 1. Welcome & apologies

The Chairman welcomed those present to the meeting.

Phil McMullen reported that apologies had been received from Teresa Strange (MWPC), Lorraine McRandle (MTC), Cllr. John Glover (MWPC), Colin Goodhind, Clare Harris (MTC)

#### 2. Declaration of Interests

There is a standing declaration of interest in MCAP from 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.

#### 3. Public Participation

There were two members of the public present, who wished only to observe.

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

Jo Eccleston explained that under Section 5 it should read, “the Steering Group reviewed the Issues to Options report and made comments which were submitted to Lemon Gazelle.”

Given the above amendment, SM proposed, RW seconded and all were in favour that the minutes were accepted as a true record.

There were no other options brought forward at this evening’s meeting.

#### 5. **Matters Arising**

There were no Matters Arising raised this evening.

#### 6. **Finance Report**

##### 6.1 Payments for Approval

6.11 To consider the February 2018 invoice from MCAP  
Ref. Invoice 18/P/002 sum £304.50

6.12 To consider the latest invoice from Lemon Gazelle

It was noted that Lemon Gazelle had nothing further to report until the Options report was returned to them

Approval of the above invoices was proposed from the Chair by Cllr. Wood, seconded by Cllr. Paul Carter. All present were in favour and the invoices were duly signed.

6.2 Current Budget – Steve Gray reported the amount spent to date was £14,526, plus £6125 spent (out of £10,325) from the grants budget.

#### 7. **To note update on grant monitoring** form and future grant funding options

Steve Gray explained that it looked unlikely that we would use all of our £10,325 grant from Locality within the timescale available – we needed to ensure that no work occurred after 31/03/18, and submit a full report on our spending to them by 28<sup>th</sup> April latest. At the moment the underspend is £4200

There is a new round of grants becoming available. Steve proposed that we apply for the maximum amount available of £16,000 less any of the underspend from the previous round of grants.

The Steering Group was in agreement with this approach.

#### 8. **To note update from Shirley McCarthy** on Centre for Sustainable Energy support available and report

Shirley McCarthy explained that in 2016 Dan Stone from the Centre for Sustainable Energy had looked at our Sustainability Appraisal documentation and offered some constructive advice (at no cost to ourselves). Shirley went on to explain that a new checklist “How Green is My Plan” was now available which could be mapped against a draft Neighbourhood Plan to establish how we are doing. Dan Stone is also willing to look at any draft outputs from Lemon Gazelle if required.

Cllr. Richard Wood proposed that we see what Lemon Gazelle submitted and then if appropriate take advantage of the free offer and invite Dan Stone to cast his eye over what we are putting forward. The meeting was in agreement with this proposal.

Jo Eccleston offered to forward Lemon Gazelle the documents provided by Shirley, and inform them that we could possibly be using the Centre of Sustainable Energy as a resource at a later date.

**9. To note newsletter from Andrea Pellegram Ltd re: proposals in draft NPPF (National Planning Policy Framework) regarding Neighbourhood Plans**

Jo Eccleston explained that of particular note was the statement, “Para.14 is very important for those NDPS that allocate sites. It codifies the Ministerial Statement so that only a 3-year housing land supply or 45% of delivered housing sites needs to be demonstrated to be “up to date”. Put another way, this now formalises the favourable rule that NDPs that allocate housing land are better able to fight off speculative housing development in their areas.”

The Steering Group noted the report and observed that in our area at present we have a 6.25 year housing land supply.

**10. To consider latest documents for review from Lemon Gazelle (when received)**

It was noted that Lemon Gazelle are waiting for us to get back to them with the Options Document which had been formally agreed this evening.

**11. To consider way forward with designating Local Green Space following advice received and to note report prepared by Working Group.**

Steve Gray observed that the correspondence from Lemon Gazelle suggested that it was advisable to have criteria led policies rather than designate specific spaces. When we receive the policies from Lemon Gazelle we need to test them out. Jo Eccleston observed that many of the spaces identified were only designated by one or two people at most, and there was a danger that still more spaces had been missed.

Paul Carter asked that it was recorded that the group which had undertaken the work had done an excellent job. Those present were unanimous in their thanks for the work.

**12. To note update on future work with AECOM**

It was noted that we have yet to reach the stage where AECOM can undertake the SEA.

**13. To note Wiltshire Council Briefing Note re Housing Land Supply**

This was covered under Agenda item 9.

#### 14. **Any Other Business**

Colin Harrison asked whether there was anything in the budget available for improvements to the website, including production of a short video. The Steering Group agreed that in principle there was a possibility. Colin would talk to the person who is lined up to undertake the work to establish the potential costs.

#### 15. **Date of Next Meeting** of Steering Group: Weds 25th April 2018

Cllr. Richard Wood explained that Melksham Without Parish Council would be leaving Crown Chambers during the Summer. After that they would be holding meetings in and around the Parish.

The April meeting would be the final Neighbourhood Plan Steering Group meeting held at the Melksham Without Parish Council offices in Crown Chambers.

Steve Gray explained that Melksham Town Hall is unfortunately not available on a Wednesday evening; however it could be available on a Tuesday evening.

Phil suggested that the King George V sports pavilion might be available on a Wednesday, which Steve Gray offered to check. Mike Sankey mentioned the community room at Asda and the Fire Station as further possibilities.

Meeting closed 7.10 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