



Melksham Neighbourhood Plan

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

Date: Wednesday 10th January 2018

Start: 6pm

Present:

Cllr. Richard Wood (MWPC) (Chairman)
Cllr. John Glover (MWPC)
Teresa Strange (MWPC)
Jo Eccleston (MWPC)
Lorraine McRandle (MTC)
Steve Gray (MTC)
Cllr. Tony Watts (MTC)
Cllr. Mike Sankey (MTC)
Cllr. Phil Alford (WC)
Colin Goodhind (MCAP)
Nick Westbrook (Health Lead)
Shirley McCarthy (Environmental lead)

Notes: Phil McMullen (MCAP)

Plus, one member of the public

1. Welcome & apologies

Cllr. Richard Wood welcomed those present to the meeting.

Phil McMullen reported that apologies had been received from Cllr. Pat Aves (Wiltshire Council), Cllr. Richard Wiltshire (MTC), Colin Harrison (Business Lead), Clare Harris (MTC), David Way (Wiltshire Council)

2. Declaration of Interests

There is a standing declaration of interest in MCAP from Nick Westbrook, Shirley McCarthy, Colin Goodhind 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 was one member of the public present, who wished only to observe.

4. Minutes of the last meeting

4.1 Agree minutes of 29th November 2017

Teresa Strange mentioned that in the Public Participation section, the implication reads in her opinion that the Neighbourhood Plan Steering Group is against housing on the Melksham House site. No such decision has been made by the Steering Group however. Cllr. Richard Wood proposed that it be amended to read "include the site for consideration". All were in agreement.

6.7 (no figure shown) should read a sum of £40

6.8 (no figure shown) should read a sum of £8.00

Adoption of the Minutes given the above amendments was proposed by Cllr. Tony Watts, seconded by Cllr. Richard Wood. All present were in favour and the Minutes were duly signed.

5. Matters Arising

There were no Matters Arising raised this evening.

6. Finance Report

6.1 Payments for Approval

Cllr. Tony Watts asked whether invoices needed to be approved separately by those present, as it was time consuming to do so. Cllr. Richard Wood suggested that they be considered and approved *en masse*, a proposal which was agreed to by those present.

6.11 To consider the November 2017 invoice from MCAP: sum £203.00

6.12 To consider the November 2017 invoice from Lemon Gazelle: sum £875

Approval of the invoices was proposed by Cllr. John Glover, seconded by Nick Westbrook. All present were in favour and the invoices were duly signed.

6.2 Current Budget – amount spent to date

Steve Gray stated that the amount spent to date was £13,917, plus £4,025 from the grant funding (£10,325)

7. Public Consultation

7.1 To consider report from Lemon Gazelle following Housing Consultation (high level report with detailed report)

[Click to download Survey Results](#)

Copies of extracts from the report were circulated to those present. Teresa Strange explained that pages 33 and 34 showed the "Next Steps".

The meeting welcomed the piece of work as a whole.

Nick Westbrook stated that this was a good piece of work and observed that the same themes were coming up repeatedly in the comments.

Nick Westbrook went on to remark that there were several additional brownfield sites in the Town area which are not yet in the process but which are likely to be available during the period of the plan. Nick Westbrook was of the opinion that such additional sites can be looked at and considered for alternative use. Cllr. Mike Sankey agreed with this statement.

Teresa Strange replied that the advice received from Lemon Gazelle, at these meetings and through the officers, was that there should be criteria-led policies which clearly stated what you wanted to achieve from this type of site without specifically naming locations.

In response to a request for clarification from Cllr. John Glover regarding “criteria led”, Teresa explained that for example, a brownfield site in a region (for example “south of the river”) could be reserved as “mixed retail and industrial”. If a developer came forward at a later date who wished to build housing on the site, it would be against the policy.

Nick Westbrook suggested that we ask Lemon Gazelle for examples of general criteria which we can test in the context of what local people are saying, but also taking into account the wider community engagement and the work undertaken by the Task Groups.

Under “Method” in the second para. on page 1, Teresa Strange asked that the statement “using information gathered through a housing sites study by AECOM” should be clarified.

Teresa stated that of the 14 sites considered by AECOM, only three sites had been through the AECOM process, as different criteria had been used, so she would ask whether the remaining sites needed to be considered by AECOM. The meeting was in agreement with this approach.

7.2 To consider [Progress Path Document](#) received from Lemon Gazelle

Cllr. John Glover said that his understanding was that the cost shown was the same as originally put forward in their quotation, which the Chair confirmed was correct.

Nick Westbrook noted that the timeline suggests that it will be August before the Plan is submitted to Wiltshire Council, and enquired whether we could ask Lemon Gazelle to speed up the process.

Cllr. Tony Watts stated that he had written asking for a critical review of the draft documentation which had been produced by Task Group members. Teresa Strange referred Cllr. Watts to the minutes of the Steering Group meeting held on 30th August 2017 which Lemon Gazelle had attended and addressed the documentation which had been submitted to them.

Cllr Tony Watts stated that he would like to see an opportunity for the Steering Group to meet with Lemon Gazelle as and when appropriate. Cllr. John Glover stated that a normal working relationship in his experience was that officers work with contractors and then the officers submit the response(s) to the steering group, which is what is happening here. Jo Eccleston suggested that we could Skype the contractors rather

than ask them to attend meetings unnecessarily. It was agreed by those present that this was a very sensible approach.

Cllr. John Glover proposed that we agree with the terms and the proposed way of working and accept it. Cllr Richard Wood seconded from the Chair. Seven were in favour. None were against. There was one abstention.

RESOLVED that the Steering Group agree with the terms of Lemon Gazelle's Proposed Progression from January 2018.

8. To consider Wiltshire Council briefing note on "Brownfield Site Register".

The three sites noted in Part 1 were considered. It is assumed that the Christie Miller site is not included as it is not land suitable or available for residential development. There is a question to be asked about Melksham House, as at a recent Area Board it was announced that there would be some enabling residential development. There is a further question over the Woolmore Farmyard site which is currently being marketed through Kavanagh's.

It was noted that sites on the register were land that had achieved planning consent by 31 March 2017 and appropriate Strategic Housing and Employment Land Availability Assessment (SHELAA) sites up to 31 December 2016.

9. To consider correspondence received from Melksham Town Council requesting the statement in the plan of Wiltshire Council owned sites that will become available when the Campus is built.

Cllr. Watts stated that there were two aspects to this under the paragraph headed "Resolved". The first is that the Steering Group agree that we need to take a criteria led approach as per the minutes of 30th August, so will not be naming specific sites. The second part, regarding current service provision, the answer is that it's not a land use issue.

Cllr. Mike Sankey stated that the Town Council is concerned the criteria should reflect the aspirations of the community without specifically stating locations. The Town Council are happy for the Steering Group to establish what those aspirations are.

10. To consider correspondence from Melksham Link Master Planners re: Wilts & Berks canal

The meeting noted the correspondence that indicated that studies and agreements were in hand which supported Phase 1 of the canal project

11. To note correspondence from Wiltshire Council re: affordable housing provision

The meeting noted that Wiltshire Council had recently built affordable bungalows for the elderly in rural villages and that Melksham Without Parish Council had welcomed and supported this, and wished to be included in future schemes.

12. To receive update from Nick Westbrook, Health & Wellbeing Task Group lead

Nick Westbrook summarised developments as follows.

Firstly, an update on progress of the Trowbridge health 'community hub' (Option 11) and Devizes provision is likely to be taken at the January CCG Governors meeting.

Secondly, the review of primary health care provision across Wiltshire - putting Option 11 (Chippenham-Melksham-Trowbridge) into context - is taking longer than expected. This is due to (a) resource issues to complete the task arising from winter pressures, and (b) because the extra transformation funding provided by government is not provided for on a *per capita* basis but has to be bid for, and business cases have to be prepared.

Nick Westbrook went on to say that as previously reported, all three local community hospitals in the Chippenham-Melksham-Trowbridge area are 'not fit for purpose' to deliver NHS services to modern standards; and finally that work is ongoing to resolve primary care delivery services in the Melksham area.

13. Any Other Business

There was no AOB recorded this evening.

14. **Date of Next Meeting** of Steering Group: Weds 31st January 2018 (to be confirmed)

Cllrs. John Clover and Richard Wood gave their apologies ahead of the meeting.

Proposed Cllr. John Glover and seconded Cllr. Phil Alford that the Chair and Vice-Chair were given delegated authority to sign off any routine invoices should this meeting not go ahead. This was agreed to by those present.

Meeting closed 8.10 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