



# Melksham Neighbourhood Plan

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

**Date:** Wednesday 31st January 2018

**Start:** 6pm

**Present:**

Nick Westbrook (Health Lead) (Acting Chairman)

Cllr. Pat Aves (WC)

Teresa Strange (MWPC)

Jo Eccleston (MWPC)

Lorraine McRandle (MTC)

Steve Gray (MTC)

Cllr. Tony Watts (MTC)

Cllr. Mike Sankey (MTC)

Cllr. Paul Carter (MWPC)

Cllr. Alan Baines (MWPC)

Colin Harrison (business lead)

Shirley McCarthy (Environmental lead)

Notes: Phil McMullen (MCAP)

Plus two members of the public

## 1. **Welcome & apologies**

Nick Westbrook welcomed those present to the meeting. He mentioned that there had been a change to the fire escape procedures in the building and in the event of an evacuation the rear access was to be used (not the stairs).

Phil McMullen reported that apologies had been received from Cllr. Richard Wood (MWPC) (Chairman), Cllr. John Glover (MWPC), Colin Goodhind (MCAP), Clare Harris (MTC), Cllr. Richard Wiltshire (MTC), Rolf Brindle (Transport lead).

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

#### 4. Minutes of the last meeting

Teresa Strange proposed several minor edits to the Draft Minutes of 10<sup>th</sup> January 2018.

Section 8 (Brownfield Site Register) should read: 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.

Section 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.

Section 10: the meeting noted the correspondence that indicated that studies and agreements were in hand which supported Phase 1 of the canal project

Section 11: 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.

Shirley McCarthy proposed and Cllr. Paul Carter seconded that given the above amendments, the Minutes were signed and adopted. All those present were in favour.

#### 5. Matters Arising

There were no Matters Arising raised this evening.

#### 6. Finance Report

6.11 To consider the latest invoice from MCAP

Link: [Invoice 17/P/012](#) sum: £101.50

6.12 To consider the latest invoice from Lemon Gazelle

Link: [Invoice No. 152](#) Sum £2100.00

Approval of the invoices was proposed by Cllr. Paul Carter, seconded by Cllr. Tony Watts. All present were in favour and the invoices were duly signed.

6.2 Current Budget – amount spent to date

SG reported spend to date was £14120 + £6125 from the Grant Money.

#### 7. To review "Process of Housing Sites Evaluation" report from Lemon Gazelle

Teresa Strange explained that the document formed a description of the progression to date which had been produced by Lemon Gazelle following questions raised by Steering Group members at the previous meeting.

Cllr. Alan Baines, who had been a member of the Housing sub-group, said he was content that the document was a fair reflection of where we are now.

Teresa Strange explained that she has asked Lemon Gazelle for a clarification to point 6 on the bottom of page 2 to make it clear that the criteria used are identical to those used by Wiltshire Council for housing site allocations during the summer.

Nick Westbrook said he wasn't clear about the additional work that is required under section 8, who will be doing it and who will be paying for it. Nick Westbrook asked Officers to double check whether any additional resource would be needed.

#### **8. To review "Melksham Issues Report" from Lemon Gazelle**

Cllr. Mike Sankey said that he feels it's important that information is placed before the public, and asked if the contents of this report could be reduced to 2 or 3 pages at the most and made public. Teresa Strange pointed out that this would be pre-empting the Regulation 14 public consultation which is commencing in two months' time, but agreed to ask Lemon Gazelle whether the Issues Report could be placed in the public domain.

Nick Westbrook asked why, in the appendices, comments were presented chronologically rather than grouping, for example, all the housing comments together. Officers responded that Lemon Gazelle have chosen to present the data by event rather than by issue. That way it shows what people living in different areas think.

Shirley McCarthy observed that comments made about tourism and the friendliness of the town don't seem to have come through very clearly. Teresa Strange suggested that these are not planning issues. Similar comments had been made in the Calne Neighbourhood Plan, for example. There, they have included a non-land-use planning issues appendix, which we could emulate here.

Steve Gray said that there were one or two points of detail which he would like to raise but as a document he feels it's a very professional report. Steve questioned why mention was made of canal "improvements" and the use of the word "upgrade" – it was an interesting choice of words, given that it's the speculative creation of a new canal and not an enhancement of an existing facility.

Steve Gray also raised the issue of safe walking and cycling routes under issue 3; the phrase "to avoid peak congestion" should maybe be removed. The meeting was in agreement with this proposal.

Cllr. Tony Watts expressed concern that it had taken Lemon Gazelle 3 months, following the acceptance of the quotation "Preparation of Submission Documents" (September), to effectively state that they were unable to complete this work. Tony questioned why it would take Lemon Gazelle so long to arrive at this conclusion.

Cllr. Tony Watts went on to express concern that Lemon Gazelle now appear to have completed little of the work set out in their revised quotation "Proposed Progression", which was accepted on 10th January. Cllr. Watts was disappointed that the Options Report had not been completed and that it would seem the timetable was likely to slip as there would appear little likelihood of the final agreed draft neighbourhood plan being completed by April 2018. The officers agreed to ask Lemon Gazelle if they were on track to meet the timetable.

Nick Westbrook summarised that we are expecting to see in the Options Document which Lemon Gazelle are going to submit next, the issues and potential solutions that have previously been identified.

#### **9. To receive verbal update following Local Green Spaces Designation working party**

Teresa Strange explained that Steering Group members had met with David Way of Wiltshire Council earlier today. When they looked at the green spaces identified in Melksham, several were quite small. There is no minimum size in the National Framework document, so they asked David Way, who confirmed that irrespective of size, each landowner would need to be identified and contacted, and if put forward they would all need to be measured and designated. That is obviously a very significant piece of work. Calne have put forward 20 or so sites as part of their Neighbourhood Plan. It would be interesting to know whether Calne had undertaken an exercise to reduce the numbers down to 20. Nick Westbrook proposed that we ask a representative from Calne this question and come back to the next meeting. This was agreed to by those present.

#### **10. Any Other Business**

Nick Westbrook said that he believes we should seek the views of Melksham Without and Melksham Town Councils about the stage we have reached. Teresa Strange responded that there are already two Town Council representatives and two MWPC representatives on the Steering Group, and minutes are circulated to both councils, so they are fully aware. Cllr. Paul Carter agreed, stating that as a Melksham Without Parish Councillor and a substitute member of the Steering Group who only attended Neighbourhood Plan meetings occasionally, he was nevertheless satisfied that he was being kept up to speed with what's happening.

Phil McMullen asked whether those present were aware of a group named Vision4Melksham which was undertaking an electronic survey. The introduction to the 8 page survey reads:

*"Wiltshire Council is consulting as part of its review of its Local Plan and Core Strategies to identify key planning issues across the county for the period to 2036. Four themes have been identified. a) Employment and Retail, b) Housing, c) Possible Facilities for Melksham, d) Traffic Management. We are conducting this online survey to test if these issues still remain valid for people who live and work in the Melksham area."*

Those present stated they were unaware of who is behind this initiative, and expressed concern that it could be potentially confusing for the general public.

Nick Westbrook announced that this would be his last meeting as was formally standing down from the Steering Group.

**11. Date of Next Meeting** of Steering Group: Weds 28th February 2018

Meeting closed 8.15 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***