



# Melksham Neighbourhood Plan

## Steering Group Meeting

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

Date: Wednesday 25th April 2018

Start: 6pm

### Present

#### Steering Group Members

##### i. Councillors

Cllr. John Glover (MWPC) (acting Chairman)

Cllr. Paul Carter (MWPC)

Cllr. Tony Watts (MTC) from 6.30pm

Cllr. Pat Aves (WC) from 6.45pm

##### ii. Community Representatives

Mike Sankey

Colin Harrison (Business lead)

### Guests

There were two Members of the Public present this evening.

#### 1. Welcome & apologies

In the absence of Cllr. Richard Wood, Cllr. John Glover was unanimously elected Chairman.

The Chairman welcomed those present to the meeting and explained the revised emergency building evacuation procedure.

Phil McMullen reported that apologies had been received from Cllr. Richard Wiltshire (MTC), Steve Gray (MTC), David Way (Wiltshire Council), Richard Wood (MWPC), Shirley McCarthy (environment)

#### 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.

### Officers

Teresa Strange (MWPC)

Jo Eccleston (MWPC)

Lorraine McRandle (MTC)

Secretary: Phil McMullen (MCAP)

### 3. Public Participation

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

### 4. Minutes of the last meeting

#### 4.1 [Agree minutes of meeting held 28<sup>th</sup> March 2018](#)

The minutes of the meeting held 28<sup>th</sup> March 2018 were considered for approval.

Cllr. Paul Carter proposed; Mike Sankey seconded and all those present who were at the meeting were in approval that the minutes were adopted.

### 5. Matters Arising

#### 5.1 Matters Arising from Min. 8 Centre for Sustainable Energy

The meeting agreed that there was no point in paying an organisation for some work which the CSE had offered to undertake for free. It was agreed that as we are already going to have a Strategic Environmental Assessment undertaken by AECOM, that we should wait until we go to draft and then submit that document to Dan Stone at the CSE for consideration.

### 6. Finance Report

#### 6.1 Payments for Approval

6.11 To consider the March 2018 invoice from MCAP sum £304.50

#### 6.2 Current Budget – amount spent to date

Cllr. Paul Carter proposed, Mike Sankey seconded and all were in favour that the invoice from MCAP was paid.

There was no report submitted regarding the amount spent against the budget to date, and that there had been no invoice submitted from Lemon Gazelle this month.

### 7. Grant Funding

It was noted that we need to pay back £4200 of the 2017/18 grant funding which we didn't spend as the work hadn't been completed by 31<sup>st</sup> March. We are applying for a new grant from 01 April.

The revised timeline from Lemon Gazelle was outlined by Teresa Strange. Decisions made this evening would enable that to progress.

### 8. To note Advice Note from David Way, Spatial Planning Officer

The meeting noted the references to new Locality NP support programme 2018-2022 documentation and paid particular note to the inclusion in there of the protection given to Neighbourhood Plans which allocate sites for housing when the local planning authority can

demonstrate a 3-year supply of housing (as opposed to the usual 5-year supply)

9. **To note changes in forthcoming NPPF legislation** regarding Neighbourhood Plans

The meeting noted the contents of the documentation, particularly with regard to the 3-year land Supply.

10. **Housing Sites:**

10.1 To consider asking Wiltshire Council for Housing Needs figure/assessment for Plan Area

Teresa Strange explained that emerging legislation underlines the fact that we should be approaching Wiltshire Council requesting a Housing Needs Assessment. It was noted that the Steering Group have a right to the data from a housing needs assessment as this provides the evidence for why the plan seeks to allocate sites. The meeting was in agreement with this approach and it was resolved that Officers should approach Wiltshire Council to request this.

11. To consider questions raised by Lemon Gazelle following "Options" work

All of Lemon Gazelle's suggested actions noted in the right-hand column of the document were discussed by the Steering Group. Observations are recorded at Annex A.

12. **Feedback from MTC** following Planning Training

It was agreed that the majority of lessons had been incorporated into the options already discussed.

13. **Update on Wilts & Berks Canal** from a variety of sources

The information on the progress of various stages of the Wilts & Berks Canal project presented to the meeting was considered by those present, noting that Phase one of the proposed Melksham Link was unlikely to come forward before 2026.

14. **New meeting venue from May onwards**

Officers explained that subject to confirmation, Melksham Fire Station was expected to be the venue for the next (and subsequent) meetings.

15. **Any Other Business**

Colin Harrison explained that he had some outline costs as requested for a video to support the website: it was around £400 for 9 head shots/interviews, plus a further £400 (plus VAT) for the website front end amendments. He needed to know whether this funding was in budget. It was agreed that officers would look to see if the work could be added to the grant application for funding and is so, a quotation would be needed quickly to be submitted with the other works. He stated that a decision needed to be made over who would write the script for the "interviewees" and the locations of any filming.

Cllr. Tony Watts asked whether the CSE document has been taken into consideration when

developing the options work, and whether we wanted Lemon Gazelle to consider that document. Teresa Strange pointed out that this had already been agreed by the Steering Group at Agenda Item 5, however Officers would additionally be informing Lemon Gazelle that this was the approach that would be taken.

16. **Date of Next Meeting** of Steering Group: Weds 30th May 2018 – venue to be confirmed  
Apologies for the 30<sup>th</sup> May meeting were recorded from Teresa Strange and Colin Harrison.

Meeting closed 8.20 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

## **Annex A**

### Observations arising from Lemon Gazelle's Options work

Page 2: Encourage additional affordable housing: Previous decision was that affordable housing should adopt the 30% figure. The agreement of this meeting was no policy, but Reference in supporting text.

Page 5: Ensure adequate car parking in housing developments. The Chairman proposed that we need to take the Wiltshire Council parking standards and ensure that those standards are supported. The Steering Group agreed this could be taken out and Wiltshire Council standards adopted.

Page 6: Allocate land for housing in locations supported by the community to meet housing need:

The choices presented were either the intention to allocate specific housing sites, or alternatively adopt a criteria led approach. Lemon Gazelle warned that there are potential delays in the process if housing sites are allocated over and above the Core Strategy requirements. David Way had emailed the officers to strongly encourage that we allocate specific sites. We do not need to allocate large sites because the indicative housing requirement has already taken place.

It was agreed that we want a criteria led approach for identifying future applications, but we want to continue with the allocation of those sites which have public support.

A vote was taken and Steering Group members were unanimously in favour of this approach.

Page 8: Do not include policies on design: Agreed - we are not pursuing the "do nothing" option.

Page 9: Does the Steering Group wish to have a policy supporting retail and business uses in the Town Centre, or rely on Core Strategy policy provision to guide this development? Cllr. Tony Watts proposed that we should have a policy supporting retail and business use. The meeting agreed with this proposal.

Page 10: Design policy to guide appearance, signs and materiel used in shops? Teresa Strange noted that this would be in keeping with Melksham being an age-friendly town. It was agreed by those present that a draft policy would be a good idea.

Page 10: Encourage a range of shop types. It was agreed that this could not be enforced. The decision was taken not to progress this further.

Page 10: reduce/remove car parking charges. It was agreed that this could not be enforced. The decision was taken not to progress this further.

Page 11: Encourage the provision of additional employment: a Criteria led approach was preferred, backed by a policy where appropriate (e.g. mixed use, offices, single storey)

Page 12: Support the development of town centre shops and businesses in preference to edge of

town. It was agreed that we want to support the development of town centre shops and businesses, without at the same time discouraging out of town development.

Page 13: Reduce traffic congestion by pedestrianisation in Town Centre. Teresa noted that improved Traffic Management is supported by the Core Strategy. It was agreed to remove this.

Page 14: promote the development of mixed sites which comprise small business units as well as homes. Retain the word small but Lemon Gazelle to draft a policy to ensure it's not industrial (and therefore potentially noisy)

Page 15: No policy on retail and employment, relying on provisions of the Core Strategy. Agreed action: do not progress the option further.

Page 19: Bus routes. The meeting agreed that there needs to be room for public transport to use the roads and turning circles.

Page 24: replacement wording for Campus/Hub: the steering group suggested "community facilities"

Page 25: support the canal routing for leisure and recreation: consideration was given to including public open space on both sides of the canal, and somewhere to simply sit and enjoy the canal, and for it not be built up on both sides. There was concern expressed that the riverside area needed to be separated out from the canal-side area.

Page 27: play spaces for sport and recreation. By re-provision, it's meant if it has been taken away (for example, the canal going through an existing play area)

Page 29: Encourage small scale renewable energy installations, working to minimise the visual and other impacts of these installations. Possible support for "off grid" dwellings which are energy self-sufficient. It was agreed that there should be two policies, with the wording made clearer, and it was resolved to ask Shirley McCarthy for further evidence to show community support.