



Melksham Neighbourhood Plan

Steering Group Meeting

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

Date: **Wednesday 25th November 2015**

Start: **6pm**

Present:

Richard Wood (Chairman) (MWPC)
Teresa Strange (Clerk, MWPC)
Cllr. Paul Carter (MWPC)
Cllr. Rolf Brindle (MWPC) (Transport lead)
Colin Goodhind (Delivery task group)
Andy Hinchcliffe (Melksham Town Council)
Bruce Sanders (Business lead)
Nick Westbrook (Health lead)
Steve Gray (Clerk, Melksham Town Council)
David Way (Wiltshire Council)
Lorraine McRandle (MTC)
Cllr. David Pollitt (Area Board)
Shirley McCarthy (Environment).

*Needs 27th Jan '16.
Section 8 authorised
(remainder were
approved 18th Jan).*

Notes: Phil McMullen, MCAP

Agenda

1. Welcome & apologies
2. Declaration of Interests
3. Public Participation
4. Minutes of the last meeting (held 28 October 2015)

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[Link to draft October 2015 minutes](#)

5. Matters Arising

6. Finance Report

6.1. Payments for Approval

6.11 To consider attached invoice number 2401 from RD Calcutt reference video editing for the sum of £150.00.

Note that there is no due date for payment shown, so it's difficult to see why it's alleged to be overdue. Neither are there any details of who the "we" are that is expecting payment, i.e. no company name or bank account details. P.M.

6.12 To consider the October 2015 invoice from MCAP reference 15/P/010 sum: £319.00

October 2015 Timesheet

6.2 Current Budget

7. Public Participation Sub-Group

7.1 Public Participation Group report

Written report submitted

7.2 Request from Nick Westbrook for comments on the Draft Framework Document

7.3 Renewable Developments: To discuss and agree an approach from Mr. James Stainer, a local landowner with land skirting Melksham. He would like to come and talk to the Neighbourhood Plan SG about best-suited locations for renewable developments.

8. Reports from Task Groups

8.1 Health and Wellbeing (lead: Nick Westbrook)

Written report submitted

8.2 Transport (lead: Rolf Brindle)

8.3 Business (lead: Bruce Sanders)

8.4 Housing (lead: Mark Ashkowski)

Notes of a meeting held 03 Nov

8.5 Education (lead: Richard Wood)

Notes of a meeting held 9th Nov

9. Environmental section

9.1 SG to consider adopting the final Sustainability Scoping Report incorporating all revisions and updates (including those reported at the October meeting)

Final Sustainability Scoping Report

10. Any Other Business

11. **Date of Next Meeting:** scheduled for Wednesday 30th December 2015

1. Welcome and apologies

Phil reported that apologies had been received from Tom Roach (Business group), Cllr. John Glover and Mark Ashkowski (housing group lead)

Phil also reported that Bruce Sanders had as requested contacted Jock McKenzie to give a presentation to this evening's meeting, but he was unavailable.

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 declared an interest in education as a Governor of Aloeric School

3. Public Participation

There were no members of the public present at the meeting.

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4. Minutes of previous meeting

[Link to draft October 2015 minutes](#)

Rolf Brindle proposed that the Minutes of the October meeting were accepted. Nick Westbrook seconded. All were in favour. The minutes were signed off by Richard Wood.

5. Matters Arising

Lorraine McRandle (Town Council): Following the last meeting, the ownership of the hospital was discussed. I have gone on to the Land Registry and found the attached information [below]. Also attached is the list of documents relating to the hospital that Goughs had found. These documents can be purchased from the Land Registry for £7 each. Steve is happy for the Town Council to raise a cheque for these, however, as some documents may be more useful than others, guidance is sought from the Steering Group on which documents may be helpful.

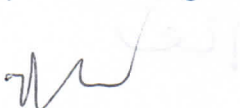
Land Registry documents

Lorraine suggested we take away the document and read it in time for the next meeting. Nick observed that it seemed quite comprehensive. He went on to say that they quite clearly state that title rests with Great Western Hospital Trust. We need to either identify it as a community asset for a hospital or leave it as is. Either the Town or the Parish could potentially declare it a Community Asset.

Richard Wood proposed that the Health group look at the document first. Authority was given to the Health group to ask Lorraine to get others (at £7.00 each) if and when it became appropriate.

There was one other Matter Arising. There had been talk of having a stand at the Christmas Lights. This has been booked. Nick said there is a conundrum however insofar as the space next to the Christmas Tree might be unavailable, so it wasn't certain where the NP stand would be. There was a question of how many copies might need to be printed.

Teresa said further to Malmesbury Neighbourhood Plan being disbanded, she had spoken to Simon Killane who said that disbanding the Steering group had [also] caused problems regarding CIL payments. Colin asked when the agreement for Melksham would



be incorporated into the Neighbourhood Plan, and how to address challenges to the Plan after it had gone through a referendum. David Way suggested a monitoring section at the back of the Plan stating that the group would stay together in order to continue the monitoring activities.

6. Finance report

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Payment was approved, noting that Tom Roach had offered £250 towards this.

6.12 To consider the October 2015 invoice from MCAP reference 15/P/010 sum: £319.00

October 2015 Timesheet

Paul Carter proposed and Nick Westbrook seconded and all were in favour.

6.2 Current Budget

Steve stated that the current total is £4129.21, prior to the current invoice just approved.

7. Public Participation Sub-Group.

7.1 Public Participation Group report

Nick Westbrook provided a written report:

MELKSHAM NEIGHBOURHOOD PLAN STEERING GROUP
Report of Public Participation Group to October SG Meeting
Wednesday 25th November 2015



Activities since last MNPSG Meeting

1. Arranged for stall at Melksham Christmas Lights – location to be confirmed.
2. Worked with Colin, Phil and Terri to produce artwork for Melksham Christmas Lights event – see attachment;
3. Sent out invitations / suggested dates for training session on website but received very little response – need to check and confirm future dates – see www.MelkshamNeighbourhoodPlan.org

(it was agreed to hold a training session for sub-group leaders immediately prior to the next meeting)

4. Received no response to date on the draft framework contents page for the Neighbourhood Plan document – on agenda for comment by SG
5. SG members have attended and contributed to three consultation meetings called by Wiltshire Council about future governance arrangements for the Melksham area.

'Next Steps' Activity

- A. Operate a stall at the Melksham Christmas Lights event – 6th December 2015
- B. Continue to identify / agree dates for future community based events around the Town and villages;
- C. Commence input using framework Neighbourhood Plan document to inform Task Group deliberations / recommendations
- D. Identify issues and produce 'blogs' for website and inclusion in future Melksham News editions – first one on the future of the hospital. What is the next issue?
- E. Upload text, minutes etc to Neighbourhood Plan website as required;

Attachment

Christmas Lights Event leaflet – this was circulated for consideration and agreed to by the meeting, noting that the position by the tree was subject to confirmation.

Nick suggested 500 copies. This was agreed to.

Teresa suggested there's a Melksham Community Area Emergency Planning event happening on 3rd December which it might be useful to have copies available at.



7.2 Request from Nick Westbrook for comments on the Draft Framework Document

Nick said that he had looked at the reports of other Neighbourhood Plans and had extrapolated the key points and added in things which are relevant to Melksham. There perhaps needs to be an extra section on design criteria (for example, not allowing three storey buildings adjacent to old peoples' bungalows)

Nick stressed that it is only intended as an *aide memoire*. It's there to give people an opportunity to move forward. Richard observed that it's very comprehensive. The Chairs of the groups in particular should be aware of it and look at their own section and feedback some comment.

It was agreed that the Canal redevelopment needed highlighting by each task group, with a separate section to itself in addition. David Way suggested that the canal redevelopment focus should be in one section with comment in other areas. The Neighbourhood Plan is the ideal vehicle to deal with it.

Shirley McCarthy asked that in the transport section, some consideration of tomorrow's potentially left-field issues be incorporated, for example electric charging points, rickshaws, etc. Shirley was asked to put together some ideas ahead of the next meeting.

7.3 Renewable Developments:

To discuss and agree an approach from Mr. James Stainer, a local landowner with a lot of land skirting Melksham. He would like to come and talk to the Neighbourhood Plan about best suited locations for renewable developments.

Teresa outlined the conversation she had held with him. She questioned whether it would be better speaking to a Task Group or to the Steering Group itself.

Nick said that he felt there should be an informal session where we invite landowners to come and talk to us. David observed that they would only want to come and promote their own sites. He recommended meeting them individually. Richard noted that the SHLAA process does allow for developers to come forward. David Way said there are more sites than just the SHLAA sites. We could, like Calne, do a "call for sites" which could potentially bring forward other landowners so that we could be sure they had all the sites which landowners were thinking of developing - not just housing, but industrial and alternative energy as well. Secondly regarding solar farms, we can if we want to allocate sites for solar farms through our plan.

Bruce said he felt there is an advantage in having an open discussion with all potential developers because then we have more information available to us and a better

understanding of where we are.

Teresa said legal advice was that communication with developers has benefits, however councils and councillors should avoid lobbying and closed conversations, and follow a written protocol. It was agreed that the guidance should be copy and pasted into a protocol document, adopted and included on the website. Teresa to circulate and consider for adoption.

Shirley asked that how we are to prevent inappropriate fracking sites and solar panel sites, or potentially suggest sites for solar panels. It would be a missed opportunity if we didn't take that into account. David mentioned that in Calne they have a renewable energy sub-group, and warned that it's an awful lot of work.

8. Task Groups

8.1 Health and Wellbeing (lead: Nick Westbrook)

Nick Westbrook provided a written update

Nick went on to say that there had been a further meeting on 25th November. The Air Ambulance has a new planning application in. They intend to be fully operational in mid-2017. The Health task group is concerned that the remaining part of the 40 acres (the Air Ambulance needs 12.6 acres) will be subject to inappropriate planning applications.

Nick also suggested that we have a sustainable strategy for play areas.


David Way was asked if there was any point in securing land adjacent to the Air Ambulance as a Community Asset. We could set a policy that we support the use of that land, however he was of the opinion that it was up to the Air Ambulance to protect adjacent land as they see fit.

The Health Group's proposal is that we adopt a policy that the 12.6 acres are safeguarded for the benefit of the air ambulance. This proposal was carried.

Secondly that we need to identify sites for a new GP Surgery. All in favour of this.

Thirdly, a proposal that we confirm a requirement for Lifetime or Forever Homes. This was agreed to.

Post minute note: David Way submitted the following via email:



I have not come across the term Forever Homes. In the Core Strategy we refer to 'Lifetime Homes' which are homes with design features that aim to support the changing needs of individuals and families at different stages of life. Refer to Core Policy 46 of the Core Strategy which is about meeting the housing needs of vulnerable and older people. There is no % requirement for Lifetime Homes in the policy but there is a requirement for residential development to ensure that layout, form and orientation consider adaptability to change as an integral part of design at the outset, in a way that integrates all households into the community. It also states that *'Developers will be required to demonstrate how their proposals respond to the needs of an ageing population'*.

See <http://www.lifetimehomes.org.uk/> for more on Lifetime Homes.

8.2 Transport (lead: Rolf Brindle)

Rolf reported that he's had an opportunity to review the Malmesbury plan which is generally inappropriate to Melksham. He asked the Clerk if he could see the transport section of the Devizes Neighbourhood Plan.

8.3 Business (lead: Bruce Sanders)

Bruce said that Jock would hopefully be able to attend the next meeting. He (Bruce) is having trouble finding time to undertake the business lead but is hoping to pass it on if he can find others to get involved. Any business leads he can get would be really useful. It's proved to be very difficult to get businesses to engage. Richard said it's vitally important that we get the view of the business community. Steve said it's important that we look to the big organisations such as Knorr Bremse and Hermann Miller. Colin has contacts at Superior Graphics which he can provide Bruce with. Roy While would also be a useful ally.

8.4 Housing (lead: Mark Ashkowski)

Mark provided a written update:

- We last met on 3 November 2015 and considered a range of sites in Berryfields, starting at 3105a and working round to 648.

- We have completed the assessment of all SHLAA sites to the North and North East



of Melksham, as well as those around Berryfields (bar 699).

- We have not yet considered the canal sites, those around Bowerhill, and those to the east of Melksham

- We agreed to work remotely in an attempt to speed up the assessment process. Working this way we have also assessed all of the Shaw and Whitely SHLAA sites

- Also working remotely we reconsidered the assessment of site 648 to take into account further information on the site received from a developer.

- The Group is grateful for Wiltshire CC providing it with further information on a number of the SHLAA sites.

In addition, once the Housing Group has completed its preliminary assessment of the sites it will consider broader issues such as design, housing mix, parking etc (as identified at the last Steering Group meeting)

Notes of a meeting held 03 Nov

Lorraine updated the meeting on the above. The date of the next meeting hasn't yet been set.

8.5 Education (lead: Richard Wood)

Notes of a meeting held 09th Nov

Richard said that there had been a very useful meeting with Claire Medland. It was very clear that Wiltshire Council will only consider two form entry schools. The canal redevelopment is proposing a single form entry school. There was a categorical statement made that Shaw School could not be developed further. The possibility of a free school was discussed. What really struck the meeting though was that Wiltshire Council really aren't interested in single form entry schools. Melksham Oak has plans to extend and looks fairly sustainable. There are plans to develop Forest and Sandridge school as well. All of this will have to be taken into account when the report is produced.

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9. Environmental Report

9.1 SG to consider adopting the final Sustainability Scoping Report incorporating all revisions and updates (including those reported at the October meeting).

Steve asked that the final housing figure of 611 be double checked. Colin Goodhind provided some minor typographical comments. Phil agreed to do this - final, final (?) report linked below.

Final Sustainability Scoping Report

Phil reminded the meeting of what David Way had said in August what the Next Steps were to be:

An action was placed on Phil to revise the draft, taking into the account the comments, include an appendix showing those; the report should then be issued. No need to send it to them again. As these policies come together we will produce the S.E.A. report. The S.E.A. is the audit trail of how we got there - the story of the Neighbourhood Plan.

David noted that Calne have consultants who are doing site assessments and producing the S.E.A. report.

The Scoping report is the first part of that. When we come to consult on our draft

David reiterated that we need the Sustainability Appraisal in place. Evidence is key. After what happened in Chippenham we need to show that we have considered potential sites to justify the approach we are taking.

10. Any Other Business

David also mentioned technical support packages. You can potentially get the sustainability appraisal done by consultants and not have to pay for it. Calne are already benefiting from the extra support in terms of money and extra assistance.

11. Date of Next Meeting

Date of Next Meeting - Wednesday 13th January

Potentially Jock Mckenzie could attend this meeting. There will be a website training

session ahead of the meeting.

Post Minute Note: Jock McKenzie confirmed with Bruce 26/11

From: Jock MacKenzie <jock@marlixint.com>

Date: 26 November 2015 at 16:51:37 GMT

To: Bruce Sanders <brucesanders@hotmail.co.uk>

Subject: Re: Melksham Neighbourhood Plan group

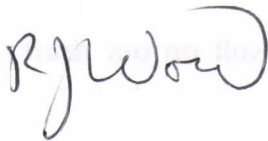
Dear Bruce

I have entered the date as OK right now thank you. Hopefully Ian Britton copied will confirm also.

Kind regards

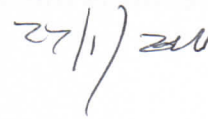
Jock

Signed:



Chairman of MNPSG

Date:



Links to supporting documentation and relevant sites of interest

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

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