



# Melksham Neighbourhood Plan

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

Date: **Wednesday 27th September 2017**

Start: **6pm**

## **Present:**

Cllr. Richard Wood (MWPC) (Chairman)  
Teresa Strange (MWPC)  
Lorraine McRandle (MTC)  
Steve Gray (Clerk, MTC)  
Nick Westbrook (Health lead)  
Clare Harris (MTC)  
Sarah Martin (Lemon Gazelle)  
Shirley McCarthy (Environmental lead)  
Cllr. Pat Aves (Wiltshire Council)  
Colin Goodhind (MCAP)  
Colin Harrison (Business Lead)

Notes: Phil McMullen (MCAP)

Plus two members of the public

## **1. Welcome & apologies**

Cllr. Richard Wood welcomed those present to the meeting.

Phil McMullen reported that apologies had been received from Jo Eccleston (MWPC), Rolf Brindle (Transport lead), David Way (Wiltshire Council). It was noted that Cllr. Andy Hinchcliffe (MTC) is on extended leave of absence.

## **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**

4.1 Agree minutes of 13 September 2017

## [Link to Draft Minutes](#)

Item 8.2 – Teresa suggested an amendment to the resolution, to read that “the officers review the original 60+ SHLAA sites to put forward to Lemon Gazelle to seek offers of community gain”.

The proposal was put forward by the Chair, seconded by Shirley McCarthy and all were in favour with one abstention.

Adoption of the Minutes given the above amendment was proposed by Cllr. Pat Aves, seconded by Shirley McCarthy. All present were in favour and the Minutes were duly signed.

## **5. Matters Arising**

One matter arising highlighted by the Chair was the quote from Lemon Gazelle. It was confirmed that this includes an “action chapter” or aspirational document.

Teresa Strange explained that it was not explicitly detailed in the bid for funding as that’s not something that Locality will fund.

## **6. Finance Report**

### 6.1 Payments for Approval

There were no Payments submitted for approval at this meeting

### 6.2 Current Budget – amount spent to date

Steve Gray stated that the amount spent to date was £12163.00

## **7. Sarah Martin, Lemon Gazelle Re: Neighbourhood Plan Development and Public Engagement timetable**

The chair welcomed Sarah Martin from Lemon Gazelle.

Sarah Martin explained that they had undertaken some preliminary work on the format of the two public engagement events on 10<sup>th</sup> and 11<sup>th</sup> of November. There would be an opportunity for the public to comment on the 30 or so potential housing sites.

The other purpose of the events is to launch the questionnaire which people can complete at their leisure at home or online. That will run for six weeks from the 10<sup>th</sup> November.

Colin Goodhind observed that it had been interesting to see the way Bradford on Avon had gone about their “Ideal Bradford” public engagement – they had received a 33% turn out at their referendum. Sarah agreed there could be valuable lessons learned from that and that she would take a look at what they’ve done.

Teresa Strange asked if we should have a Twitter and Facebook page. Sarah Martin explained that if the councils are well linked already it was advisable to use existing channels. Nick Westbrook stated that he felt the Neighbourhood Plan’s should be an independent voice rather than that of the council.



Nick Westbrook went on to ask whether the proposed dates for the public engagement events had been discussed with the Town and Parish Council. Teresa confirmed that the dates had been agreed at the previous Steering Group meeting, which both Town and Parish Councillors attended, and were included in the minutes, which were forwarded to both Town and Parish Council for information. Nick Westbrook stated that he believed that the proposal should have been separately submitted to the Councils as it's going to involve a considerable amount of officer time. The Chair noted that his views had been expressed.

### 7.1 Update on grant application to Locality

Lorraine explained that we had been successful in our application for a grant. The sum agreed was £10,325 broken down as follows:

Item	Amount
Consultants consultant to write plan and analyse	£6,125
Facilitator Costs Consultant to facilitate consultation	£4,200
	£0
	£0
<b>Total</b>	<b>£10,325</b>

[Link to copy of Grant Offer](#)

Teresa explained that £875 had been held back because Locality didn't feel we would be able to get all of the work done in time. The positive news is however that there is potentially more funding being made available from central government.

### 7.2 Public Engagement update with regard to availability

4pm to 7pm on Friday 10<sup>th</sup> November and half past 11 am to half past 2pm on Saturday 11<sup>th</sup> November are the confirmed timings of the events. It was agreed that both sets of timings are business friendly.

Teresa asked the meeting for first, second and third choices for venues.

Melksham Oak Secondary School can be used as a facility on the Saturday during the daytime, but may not be used on the Friday. The new Rugby and Football club (Oakfields Stadium) may be used on the Friday, but is not available on the Saturday.

The Town Hall and the Riverside Club were mentioned as potential sites. It was noted that there are parking issues currently around the Town Hall. The Forest Community Centre is also a potential venue.

The Scout and Guide Huts (the latter of which is larger than the Riverside Club) are also potential venues.

Colin Goodhind can arrange temporary floodlights for the car park there if necessary.

Colin Goodhind also suggested that empty shops might be usefully employed for promotional purposes.

No formal proposal regarding the first, second and third choice site was recorded.

## 8. **Site Allocations:** Update and to approve criteria used

Teresa Strange submitted a draft paper to the meeting following consultation with David Way from Wiltshire Council. This showed the criteria to be used to shortlist SHLAA sites which are to be contacted by Lemon Gazelle to establish what significant community benefit they can bring forward.

The exercise is to reduce the list to a reasonable number. Wiltshire Council have now written to all of the 22 sites that were initially shortlisted and has informed officers which ones have agreed to be approached.

A shortlist is to be drawn up and checked with David Way at Wiltshire Council at 9am on Tuesday 3<sup>rd</sup> October.

Nick Westbrook remarked that all of the work done until now has been looking at a balanced neighbourhood. If we are only producing sites that are around housing, people are going to want to know about the other issues we have talked about.

Sarah Martin explained that the landowners and developers who have submitted sites to the SHLAA have submitted them for housing. There is a separate set of conversations to be had with landowners and developers if the land is to be identified for use other than housing.

Teresa Strange clarified that Lemon Gazelle are writing on our behalf to the landowners and inviting them to come in and talk to us. That will then be an opportunity for us to ask them about potential alternative uses for the land, for example as a GP surgery or a new school.

The Chair proposed that we approved the criteria and used them to shortlist the sites. Colin Goodhind seconded. Four voted in favour of the proposal; none against and there were two abstentions. It was therefore agreed to formally approve the criteria.

## 9. **Website Update**

Colin Harrison explained that a website working group had undertaken some investigative work. The new website would be a bolt-on front end to catch people's attention with short videos etc. If people wanted more information they could, if they wished, delve deeper into the existing website. This two level approach was approved by those present.

Colin Goodhind said that input was needed from the group in order to come up with a series of headings. What is it [the Neighbourhood Plan]? Why is it? Who is making it? What can it do and what can't it do? Sarah Martin suggested that the existing headings such as housing, getting around, work, health, education could all be utilised. Colin Goodhind asked that people all contribute to a single-source document held, for example in Dropbox.

## 10. **Any Other Business**

Nick Westbrook updated the meeting on the CCG's announcement in July that they are seeking a location for a hospital hub and urgent care centres. They have deferred any



detailed discussion in terms of land use until November when there will be a further announcement.

**11. Date of Next Meeting of Steering Group: Wednesday 25<sup>th</sup> October 2017**

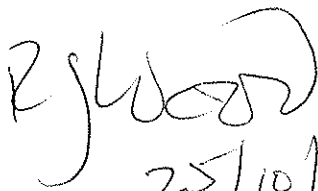
Apologies were received ahead of the meeting from Clare Harris (MTC).

Meeting to note that Phil McMullen will be away until 23<sup>rd</sup> October.

Subsequent dates are: 29<sup>th</sup> November 2017. There will be no meeting in December 2017, the group meeting once again thereafter on 10<sup>th</sup> January 2018.

Meeting closed 8.15 pm

**Signed:**

  
25/10/2017

**Chairman of MNPSG**

**Date:**

## **Links to supporting documentation and relevant sites of interest**

[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***