



Melksham Neighbourhood Plan

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

Date: **Wednesday 31st May 2017**

Start: **6pm**

Present:

Cllr. Richard Wood (MWPC) (Chairman)
Jo Eccleston (MWPC)
Nick Westbrook (Health lead)
Steve Gray (Clerk, MTC)
Cllr. Andy Hinchcliffe (MTC)
Lorraine McRandle (MTC)
David Way (Wiltshire Council)
Cllr. Paul Carter (MWPC) substitute for Cllr John Glover
Shirley McCarthy (Environment)
Clare Harris (MTC)
Cllr. Pat Aves – Area Board Rep.
Cllr. Richard Wiltshire (MTC)

Notes: Phil McMullen, MCAP

1. Appointment of Chairman

Richard Wood was nominated by Nick Westbrook, seconded by Cllr. Andy Hinchcliffe and unanimously re-elected as Chairman.

Nick Westbrook was elected as vice-chair.

2. Welcome and apologies

Cllr. Richard Wood welcomed those present to the meeting, particularly our new Area Board representative Cllr. Pat Aves.

Phil McMullen reported that apologies had been received from Cllr John Glover (MWPC), Teresa Strange (MWPC), Colin Goodhind (MCAP).

3. Declaration of Interests

There is a standing declaration of interest in MCAP from Nick Westbrook, Shirley McCarthy and Phil McMullen.

4. Public Participation

There was one member of the public in attendance, who wished only to observe.

5. Minutes of the last meeting

5.1 Agree April 26th Minutes

It was noted that there are two Clares listed in the attendees. Phil McMullen to correct.

Link to corrected version: [April Minutes](#)

Nick Westbrook proposed, Shirley McCarthy seconded, all were in favour.

6. Matters Arising

There were no other Matters Arising raised.

7. Finance Report

7.1 To consider the April 2017 invoice from MCAP reference 17/P/004 sum: £362.50

It was noted that the dates shown included an error (the wrong month quoted in three instances). Given that correction, Cllr. Richard Wood proposed, Shirley McCarthy seconded, all in favour.

Link to corrected timesheet: [MCAP timesheet for April](#)

7.2 Current Budget – amount spent to date. Steve Gray stated the amount spent to date stood at £10,608

Post Minute Note: Nick Westbrook wished the record to state,

“the important point I was making that the original budget of £25,000 was set on the premise of completing the work with a Referendum towards the end of 2017- early 2018 (2.5 / 3 years); and therefore we should put down a marker that any extension beyond that period has possible budget implications that should be reported to and considered by the Councils. Whilst this doesn't necessarily impact on their ratio discussion, it might in the future affect the total amount contributed.”

7.3. Indicative budget for the referendum

Jo Eccleston explained that indicative costs had been established for the referendum for the neighbourhood plan. David Way said there were no costs incurred for the referendum, including polling stations. Wiltshire Council pay and claim the money back from the Government.

8. Membership of the Steering Group

Cllr. Richard Wood noted that we have already welcomed our new rep from the Area Board, Cllr Pat Aves.

Steve Gray explained that the Town Council would like to have three members on the Steering Group, as newly elected Cllr. Tony Watts had considerable planning experience and would be a valuable addition. The existing members wished still to stand, but only two would have voting rights at meetings. The meeting was not generally in favour of this approach. Steve Gray agreed that the subject would get revisited by the Town Council and that he would report back.

It was noted that Rolf Brimble is no longer a parish councillor, but is still a Trans Wilts



representative and therefore still a member of the Steering Group.

9. Review Terms of Reference

Lorraine McRandle explained that there were a number of issues with the current Terms of reference, which were in need of an update.

Item 10.3 – Cllr. Richard Wood said we need to strike bi-monthly meetings and convene monthly.

10.4 The meeting starts at 6pm and runs to 8pm rather than 7 to 9. Both proposals were seconded by Nick Westbrook.

10.8 Nick Westbrook proposed that “where possible” should be included in the statement that documents should be ready 3 days before the meeting.

10.10 is not adhered to (noted; no decision was made)

Item 7.3. David Way proposed adding Melksham Town Deputy Clerk as well. Supported by Nick Westbrook. Nick Westbrook added the Parish Council Deputy Clerk as well. All present were in favour of this amendment.

Cllr. Richard Wood proposed the document should be approved as amended. Seconded by Cllr. Andy Hinchcliffe. All in favour.

10. Timeline of Events

10.1 Steering Group to review timeline of events leading to a public referendum

Link: [Indicative Timeline](#)

Cllr. Richard Wood said that he feels the timeline is very important. It's a great piece of work that really makes clear the steps that we need to take. However, implementation appears to be taking a great deal longer than expected.

Jo Ecclestone explained that Teresa Strange had heard back from Anthony Northcote. He suggested that we note that technical support funding must be obtained and completed by March 2018 as we do not know if funding is available after that date.

Steve Gray said that he was aware of the limitations. We need to make the dates a critical path for our funding requests to AECOM. Applications need to be made in August / September.

David Way suggested that we could get the housing sites from AECOM in the next two or three months. Once we agree a date to get that back we could agree dates for the public consultation events. We could also be simultaneously working on a draft of the plan with Anthony Northcote.

Lorraine McRandle noted that at some point in the timeline we need to seek a decision from both councils.

Post minute note: Nick Westbrook wished to have it recorded that:

Lots of speakers indicated that the timeline was unacceptably long.

- (a) I specifically read out the views of the meeting that I hosted earlier in the day and asked that their views be recorded as they provide some reasons for truncating the process*
- (b) I expressed the view that we should set some reasonable deadlines for consultant work to be reported to MNPSG meetings*
- (c) We thought it was reasonable to expect AECOM to carry out and report on the site assessment of the reduced number of sites and report to MNPSG at the June (interim) and final (July) meetings;*
- (d) We discussed, and I thought agreed, that the public consultation exercise on specific issues should be planned for September;*
- (e) I believe I supported RW's proposal and we formally agreed that the steps outlined in the timeline be accepted but delivery needed to be speeded up - particularly to meet the Match 2018 deadline for external funding.*

10.2 Consider the establishment of a Working Group.

Teresa Strange proposed by email to Cllr. Richard Wood that a Working Group be established in order to drive forward actions. This could meet at least fortnightly, i.e. immediately after the Steering Group and before the next Steering group.

Actions would include mapping the public amenity space. The meeting agreed that this was a sensible approach. A vote was taken. All were in favour of this approach, with one abstention.

Post Minute Note: Nick Westbrook wished it to be recorded that:

I believe we agreed that this should largely be officer based, with PM's participation as note taker, but with other members being invited along to discuss issues of specific interest (i.e.: I would like to be involved in discussions about the consultation exercise).

Cllr. Richard Wood asked what weight our emerging plan has in any planning applications. David Way explained that right now, very little, to none. It would gain a little more weight once it's been submitted to Wiltshire Council.

11. Review ratio of split of costs between Melksham Town Council and Melksham Without Parish Council

Cllr. Richard Wood said that this is entirely a matter for the two councils. This steering group notes that the ratio was to be reviewed annually, and we ask the two councils to meet and discuss the matter. Nick Westbrook expressed the opinion that any such discussions should be mindful that the original budget was set on a timeline which is now beginning to slip. Cllr. Richard Wood said that the meeting should only be about the annual review.

12. Sites to be assessed by AECOM

12.1 Steering Group to finally approve list of "Sites to be assessed by AECOM" following revisions made by the Housing Group.

David Way noted that whichever sites are sent to AECOM, they need clear criteria why some sites went forward and why some didn't go forward. You need to be able to point to the criteria that clearly shows that all sites were considered equally.

David Way further remarked that the Core Strategy review is about to start which will go up to 2036. Realistically we need to go to 2026 as that's the period we know, and then review it after that date.



After lengthy discussions, Cllr. Richard Wood proposed that we agree that this document should go forward with only those sites that we have agreed.

Going forward:

Sites 2, 5, 6, 7, 8, 9, 10, 11, 13, 14, 15, 16 and 17.

Cllr. Andy Hinchcliffe seconded.

All in favour, none against and no abstentions.

Post Minute Note: Nick Westbrook wished it to be recorded that:

- 1. I believe DW also stated that the AECOM resource should be targeted on those sites that we deemed to be suitable for possible future housing development.*
- 2. I specifically moved an amendment to RW's proposal, which he accepted, that all sites removed from the list we considered at the meeting (i.e.: 1,3,4,12) should be included in the list (currently A to AH) of sites that we considered but rejected as not suitable for housing for a variety of reasons.*

13. Public Consultation(s) update

Nick Westbrook observed that a number of consultations could be supported, but we need to be very clear about the questions asked at those consultations.

Post Minute Note: Nick Westbrook wished it to be recorded that:

I thought we agreed that the public consultation exercise on specific issues should be planned for September.

14. Hilperton Neighbourhood Development Plan consultation

Hilperton (Wiltshire) is developing a Neighbourhood Development Plan and have reached the stage where the draft must be consulted on pre-submission to Wiltshire Council. Our organisation is listed under section 14 of the regulations as being a statutory or other body which must be consulted and given the opportunity to comment.

Copy of Regulation 14 Pre-Submission Consultation Draft Hilperton Parish

The Town and Parish Councils would be making considered responses in due course.

15. Any Other Business

There was no AOB recorded this evening.

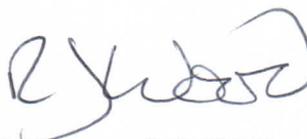
16. Date of Next Meeting of Steering Group: June 28th 2017

Cllr. Richard Wood will be absent on this date. Nick Westbrook will be absent on this date.

Meeting closed 8.10pm



Signed:


Chairman of MNPSG

Date: 25/7/17

Links to supporting documentation and relevant sites of interest

<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](#)

<http://mycommunity.org.uk/help-centre/forums/>

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