



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 (environmental lead)*

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.

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 28th March 2018](#)

The minutes of the meeting held 28th 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 31st 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 if 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 30th May meeting were recorded from Teresa Strange and Colin Harrison.

Meeting closed 8.20 pm

Signed:



Chairman of MNPSG

Date: 30/5/18

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