



Melksham Neighbourhood Plan

Steering Group Meeting

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

Date: Wednesday 30th May 2018

Start: 6pm

Present

Steering Group Members

i. Councillors

Cllr. Richard Wood (Chairman)
Cllr. Paul Carter (MWPC)
Cllr Pat Aves (Wiltshire Council)

ii. Community Representatives

Mike Sankey
Colin Goodhind (MCAP)
Shirley McCarthy (Environment)

Officers

Jo Eccleston (MWPC)
Lorraine McRandle (MTC)
Steve Gray (MTC)

Secretary: Phil McMullen (MCAP)

Guests

There were two Members of the Public present this evening.

1. Welcome & apologies

The Chairman welcomed those present to the meeting. It was noted that there was no Town Council elected representative present.

Phil McMullen reported that apologies had been received from Cllr. Tony Watts (MTC), Teresa Strange (MWPC), Colin Harrison (Business lead), Cllr. John Glover (MWPC), David Way (WC)

2. Declaration of Interests

There is a standing declaration of interest in MCAP from Colin Goodhind, 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. Terms of Reference

Item 10.6 of the Terms of reference: Jo Eccleston noted that printing papers would be difficult when holding meetings in the Fire Station. An amendment was proposed by Richard Wood for hard copies to be printed and made available from the Town Hall for collection before the meeting. This was

A handwritten signature in black ink, appearing to be 'RW'.

seconded by Cllr. Paul Carter and agreed to by all present.

3.1 To appoint Chair and Vice Chair (ToR para. 10.5)

Cllr. Paul Carter took the chair at this point. Mike Sankey asked whether the current Chair and Vice-Chair were willing to continue. Cllr. Richard Wood stated that he was reluctant but was willing to stand again in the absence of any other volunteer. Shirley McCarthy proposed and Mike Sankey seconded that Cllr. Richard Wood be appointed Chairman. This was unanimously agreed to. Mike Sankey proposed and Paul Carter seconded that Cllr. John Glover be appointed vice-chair and all were in favour.

3.2 To note and welcome new representatives (ToR para. 7.1)

Cllr. Phil Alford was welcomed as the new Wiltshire Council rep. Cllr. Pat Aves was standing in for him this evening.

3.3 To consider meeting more frequently on a formal steering group basis and to consider giving delegated powers to working groups to report directly [to] consultants (request from Cllr. T. Watts) (ToR para. 10.3)

Steve Gray pointed out that Agenda item 10.3 stated monthly meetings and that he saw no reason to change that. The meeting was in agreement with this. There was no change to standing orders.

3.4 To consider concerns raised by Melksham Town Council regarding level of expenditure for admin support (ToR para. 7.5)

Steve Gray said that concern had been expressed by Melksham Town Council about the ongoing nature of the plan and the cost of expenditure, and that they are paying externally for secretarial duties when there is capacity within their own offices. Mike Sankey observed that the answer is in the Terms of reference. There is a paid secretary, and that is agreed by both councils. He queried whether the cost of the secretarial duties was paid for from the grant funding. Lorraine McRandle advised that this was not permitted under the criteria of the funding and that this cost was met jointly by the Town and Parish Council.

Steve Gray advised that David Way had suggested that other councils had tried to undertake the duties in-house and from experience had recommended employing an outside party.

Colin Goodhind said that he feels there is value in having someone slightly detached from the process and accountable.

Cllr Pat Aves proposed that we carry on with the current administrator in post. Seconded by Mike Sankey. A vote was taken; five were in favour and there was one abstention.

4. **Public Participation**

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

5. **Minutes of the last meeting**

5.1 [Agree minutes of meeting held 25th April 2018](#)

It was noted that Shirley McCarthy had been missed off the list of apologies for the April meeting. Given that amendment, Paul Carter proposed and Mike Sankey seconded that the minutes were adopted and all were in favour.

5.2 Matters Arising

There were no matters arising raised this evening.

6. Finance Report

- 6.1 To consider the April 2018 invoice from MCAP
Link: [April 2018 MCAP invoice](#) sum £108.75

Proposed from the Chair, seconded by Cllr. Paul Carter and all were in favour.

- 6.11 To consider invoice received from Lemon Gazelle

Sum invoiced: £1050.00

Steve Gray noted that we were unable to spend any of the grant money until confirmation of the conditional grant offer had been received back from Locality.

Cllr Richard Wood proposed that the Lemon Gazelle invoice was approved this evening and paid once the confirmation from Locality was received. Cllr. Paul Carter seconded and all were in favour.

- 6.2 To note current budget – amount of spend to date

Steve Gray noted that the total amount spent to date was £15135.36 ~~I just have a query on this amount as I wrote down that the spend to date was £16,136?~~

- 6.3 To receive update on Locality grant application

The meeting was pleased to note that the grant amount conditionally offered was £6,450.00 (the full amount applied for)

7. Housing Needs & Site Assessment

- 7.1 To note example Housing Needs Assessment (Marlborough)

Marlborough's Housing Needs assessment was considered by those present.

- 7.2 To consider Housing Needs requirement information from David Way, Senior Planning Officer.

The meeting noted the emails and attachments provided.

David Way reiterated via email that Wiltshire Council were unable to provide housing requirement numbers for the Melksham Neighbourhood Plan area as in the Core Strategy housing was allocated to the Melksham Community Area, which included a lot of other villages, with only a split for Melksham & Bowerhill together, not the rest of Melksham Without. He had however, provided a

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list of all the permissions granted in Melksham and Melksham Without

Colin Goodhind asked for clarification regarding why Wiltshire Council cannot provide the information.. There was no data currently available from Wiltshire Council which covered the Melksham Neighbourhood Plan Area and it would be too complex an exercise for Wiltshire Council to remove information about, other villages such as Keevil and Semington.

7.3 To note Briefing Note on Wiltshire Housing Site Allocations Plan including “schedule of proposed changes.”

The meeting noted the emails and attachments provided.

7.4 To receive update on Technical Support grant application (assistance by AECOM not funding) for site assessment and SEA (Strategic Environment^{al} Assessment) and consider request for Housing Needs Assessment (HNA) by AECOM.

Steve Gray said that we have the opportunity through AECOM to apply for an HNA. We can get that paid for as technical support. The timescale would be approximately 12 weeks. He feels it's absolutely essential for what our plan requires that we apply for a Housing Needs Assessment. Cllr. Richard Wood stated that he is strongly in favour of getting this done, but looked for confirmation that it would effectively be cost free if we were able to secure a grant from AECOM, which Steve Gray confirmed. Mike Sankey proposed and Cllr. Paul Carter seconded and all were in favour that AECOM were tasked to carry out a Housing Needs Assessment of the Plan Area as part of the technical support provided.

8. To review and comment on draft policies from Lemon Gazelle

The meeting considered the draft policies document in some detail. Officers present collated the responses and would feed back to Lemon Gazelle.

9. Visual communication

9.1 To consider quotation for website and video production (£800).

Steve Gray clarified that the £800 was included in the Locality grant. Cllr. Paul Carter proposed. Cllr. Richard Wood seconded and the meeting agreed to support the proposal.

9.2 To consider how and where to source photographs for Plan

Linda de Santiz was mentioned as a potential source for contemporary photographs of Melksham. Colin Goodhind further suggested that the local photographic club be contacted.

10. Knowledge and best practice

10.1 To consider any issues for raising at Neighbourhood Planning event (Weds 6th June at Reading University) and additional attendees.

There were no issues raised and no volunteers came forward at the meeting.

10.2 To note “Neighbourhood Plan Road Map – A step by step guide 2018”

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Mike Sankey proposed that the meeting noted the guide. Cllr Pat Aves seconded.

10.3 To note "Planning Local" newsletter from Andrea Pellegram consultancy

Mike Sankey proposed that the meeting noted the newsletter. Cllr Pat Aves seconded.

11. **Correspondence**

11.1 To note press release from Wilts & Berks Canal Trust re Queenfield

The meeting noted the content of the press release and welcomed the good news.

12. **Date of Next Meeting** of Steering Group: Weds 27th June 2018 6pm at the Fire Station

Those present are to either print their own agenda papers or arrange to collect from the Town Hall

Meeting closed 8.30 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

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ADRIENNE WESTBROOK 27/6/18