

suggested amendments  
With T. S. amendments!



MELKSHAM  
NEIGHBOURHOOD  
PLAN

# Melksham Neighbourhood Plan

Steering Group Meeting

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

Date: Wednesday 28th February 2018

Start: 6pm

## Present

### Steering Group Members

#### i. Councillors

Cllr. Richard Wood (MWPC) (Chairman)  
Cllr. Pat Aves (WC)  
Cllr. Tony Watts (MTC)  
Cllr. John Glover (MWPC)  
Cllr. Richard Wiltshire (MTC)

#### ii. Community Representatives

Shirley McCarthy (Environmental lead)

### Officers

Teresa Strange (MWPC)  
Jo Eccleston (MWPC)  
Lorraine McRandle (MTC)  
Steve Gray (MTC)  
David Way (Wiltshire Council)

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.

The Secretary reported that apologies had been received from Colin Goodhind, (MCAP) Colin Harrison (business lead), Clare Harris (MTC), Rolf Brindle (Transport lead)

### 2. Declaration of Interests

There is a standing declaration of interest in MCAP from 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

A member of the public asked that due consideration be given to freight transport in the Neighbourhood Plan.

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4. **To consider update on Progress to date by Lemon Gazelle** link: [Progress Update](#)

David Way noted that regarding the Sustainability Appraisal and SEA, AECOM should be doing that as part of their technical support package. This should not be part of Lemon Gazelle's quote.

Post minute note: the quote from Lemon Gazelle which relates to the Sustainability Appraisal/Strategic Environmental Assessment states:

*"work in collaboration with contractor as appropriate to supply information to enable SA/SEA to be drafted, independently of Lemon Gazelle"*

Officers consider that that it is clear that AECOM are doing the work, that there is just a 1 day charge from Lemon Gazelle for the interface/supply of info from them to AECOM.

David Way would need to ask Wiltshire Council's ecologists to undertake habitat regulations screening assessments. This considers impact of the plan on any European designated sites. There would be no cost to that.

Regarding the Progress report dated 20<sup>th</sup> February, there is no change to the timeline anticipated.

5. **To review and comment on "Issues to Options" report** link: [issues to options report](#)

The Chairman asked that everyone consider and note the contents of the Issues to Options report produced by Lemon Gazelle.

*The Steering group reviewed the Issues to options report + made comment on the document which was updated + returned to Lemon Gazelle. Members were asked to*

*consider if there were any additional options + bring back to Section 1. the next meeting.*

Cllr. Tony Watts asked why section 1 of the document focused on Housing. People had suggested to him that they didn't want any more housing. He would prefer to see the report presented in alphabetical order. There was no seconder for this proposal and no vote was taken.

The Steering Group agreed to support prioritising housing development on brownfield sites over greenfield sites where appropriate. The Steering Group agreed to the wording "Ensure that relevant infrastructure is put in place in a timely manner".

Regarding allowing only small housing developments in villages rather than large estates, David Way stated that there is no need for that statement to be included. It's duplicating what's already in the Core Strategy. The Steering Group agreed to remove it.

The Steering Group agreed the change of "public open space" to "local green space"

The Steering Group agreed to leave the statement "Ensure adequate car parking with all housing developments" in, whilst recognising the advice from David Way that there is a Wiltshire Council car parking standards document which covers the subject.

The Steering Group agreed to remove Designating a space as a wildlife area as it is a duplicate of Designating local green spaces.

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The Steering Group agreed that the option "do not include policies on design, development and housing..." should be deleted.

Teresa Strange asked whether there were any other options, beyond those included in this document, which Steering Group members might like included. There were no proposals put forward at this time.

The Steering Group agreed that having no policy (at the end) should be removed.

## Section 2.

The Steering Group agreed that there is already a degree of protection regarding change of use of Town Centre units in the Core Strategy.

Cllr Tony Watts asked where Lemon Gazelle had taken the wording from. Teresa Strange explained that it had primarily lifted from our own documentation which we had provided them with.

The Steering Group agreed to remove "Encourage a range of different shop types" and "reduce and remove car parking charges" as they are not specifically land usage issues.

The Steering Group agreed to remove the word "retail" from "Supporting the redevelopment of disused and redundant employment sites for new retail and employment uses".

The Steering Group agreed that in "Support the development of town centre shops and businesses" the closing words regarding reducing traffic congestion needed qualification by adding the word "pedestrianization" and setting it apart as a separate option.

The Steering Group agreed that where it stated "Promoting the development of mixed sites," they understood that to mean the Avon and Riverside sites. Since we are unable to be site specific, the word "small" should be deleted from this section.

The Steering Group agreed that having no policy (at the end) should be removed.

## Section 3.

The Steering Group agreed that "Encouragement for schools to open to the community" should be included in the action plan.

The Steering Group agreed that having no policy (at the end) should be removed.

## Section 4.

The Steering Group agreed that the statement Traffic-generating development proposals should be hyphenated.

Teresa Strange raised the subject of desire lines. Crossings are not always placed where people want to cross. The Steering Group approved the insertion of the phrase desire lines.

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The Steering Group agreed that the suggestion to support the development of a park and ride facility should be removed.

The Steering Group agreed that Safeguarding land for the bypass through the Neighbourhood Plan should protect the line of the bypass (not specifically mentioning Eastern). Lemon Gazelle should reflect the fact that this is very important to the community.

The Steering Group agreed that having no policy (at the end) should be removed.

Section 5.

The Steering Group agreed that the first point could be removed as it's duplicated by the second.

The Steering Group agreed that Supporting the provision of public toilets could be included in the action document.

Regarding Supporting the development of the campus/hub, Cllr. Tony Watts suggested that we do not quote the campus but instead state community facilities, which the Steering Group agreed to.

The Steering Group agreed that having no policy (at the end) should be removed.

Section 6.

The Steering Group agreed to remove duplications (where already noted in other sections). Furthermore, to remove "sensitive development such as housing" as the whole sentence refers to something which is already in the core strategy.

The Steering Group agreed that Flood mitigation should be added to the promote the use of land for informal recreation and wildlife.

The Steering Group agreed to remove the words small scale but differentiate between domestic (roof based) and industrial scale renewable energy installations. Cllr. John Glover made the point that we risk having people vote against the Neighbourhood Plan in the referendum if we are seen to be encouraging solar farms. It was agreed that the paragraph needed to be reworded.

The Steering Group agreed that having no policy (at the end of this section) should be removed.

## 6. **Minutes of the last meeting**

### 6.1 Agree minutes of 31<sup>st</sup> January 2018

Cllr. Pat Aves proposed, Cllr. Tony Watts seconded and all in favour that the minutes were adopted as a true record.

## 7. **Matters Arising**

There were no Matters Arising raised this evening.

## 8. **Finance Report**

## 8.1 Payments for Approval

8.11 To consider the January 2018 invoice from MCAP  
Link: [Invoice 18/P/001](#) sum £304.50

8.12 To consider the latest invoice from Lemon Gazelle  
*Not received*

8.2 Current Budget – Steve Grey confirmed the amount spent to date was £14221, with £6125 from the consultant's budget. A breakdown of the Lemon Gazelle spend to date was passed around to those present.

Approval of the invoices was proposed by Cllr. John Glover, seconded by Shirley McCarthy. All present were in favour and the invoices were duly signed.

## 9. To note recent press release link: [February press release](#)

Steering Group Members considered and noted the contents of the February press release.

## 10. To consider recruiting additional Steering Group members

Consideration was given to the recruitment of additional Steering Group members. The Terms of Reference were provided which clarified the membership criteria.

Teresa Strange observed that Healthwatch had written to Melksham Without Parish Council expressing concern that the Health lead has resigned from the Neighbourhood Plan Steering Group. It was agreed to write to Healthwatch and ask if they would like to suggest a volunteer Health representative who might wish to be co-opted.

Cllr. John Glover proposed, Cllr. Tony Watts seconded and all were in favour that Mike Sankey be co-opted onto the Steering Group as a community representative.

## 11. To receive update on Local Green Spaces working and consider Next Steps

Officers provided an update on the Local Green Spaces work which had been undertaken to date. Lorraine McRandle explained that she had consulted Calne to establish how much detail they had gone into, and the response had been that they had only designated spaces which members of the public had put forward. There was a danger that here in Melksham some significant spaces could be overlooked simply because people hadn't nominated them. It was agreed to bring the list of what had been nominated to date to the next meeting to consider.

## 12. To consider applying for future funding

The Steering Group noted that with effect from 1<sup>st</sup> April we need to look at further funding.

## 13. To note correspondence received

### i. [Canal & River Trust and Neighbourhood Plans](#)

Steering Group Members noted correspondence received from the Canal and Rivers Trust regarding Neighbourhood Plans.

ii. Results of Calne Neighbourhood Plan Referendum

Steering Group Members noted the result of the Calne Neighbourhood Plan Referendum, which posed the question "Do you want Wiltshire Council to use the neighbourhood plan for Calne and Calne Without to help it decide planning applications in the neighbourhood area?" The result was carried, with 3391 in favour, 247 against, 3 ballot papers spoiled.

iii. Dementia Friendly town planning

Steering Group Members noted correspondence received regarding Dementia Friendly Town Planning. Melksham Without Parish Council would like to let the Steering Group know that they support an advice note issued by the Royal Town Planning Institute on 'Creating Better Environments for People Living with Dementia'. The Parish Council would like to see dementia Friendly Planning supported by the Melksham Neighbourhood Plan. They particularly noted the following paragraph:

"If careful planning looks to create better environments for people living with dementia, it additionally needs to consider the implications of locations of specialist housing on the families of dementia sufferers and their carers. Care staff are often low paid and work unsociable hours, therefore issues such as accessibility by public transport need to be carefully considered. It was noted that if communities were dementia friendly, they were accessible and inclusive to everyone."

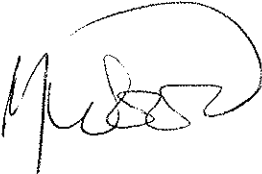
14. **Any Other Business**

No other business was reported this evening.

15. **Date of Next Meeting** of Steering Group: Weds 28th March 2018

Meeting closed 8.10 pm

Signed:

  
Chairman of MNPSG

Date: 28/3/2018

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; 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