



Melksham Neighbourhood Plan

Steering Group Meeting

Forest Community Centre, Bowman Court,
Forest Road, Melksham, SN12 7FF

Date: Tuesday 27th November 2018

Start: 6pm

Present

Steering Group Members

i. Councillors

Cllr. Richard Wood (MWPC)
Cllr. John Glover (MWPC)
Cllr. Adrienne Westbrook (MTC)
Cllr. Phil Alford (WC)

ii. Community Representatives

Shirley McCarthy (Environment)
Mike Sankey (Community)
Colin Goodhind (MCAP)
Colin Harrison (Chamber)

Guests

There were seven Members of the Public present this evening, who had been invited to view the "Talking Heads" films which they had taken part in.

Officers

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

1. Welcome & apologies:

The Chairman welcomed those present to the meeting and explained the fire evacuation procedures.

Apologies had been received from Cllr. Pat Aves (WC), Cllr. Tony Watts (MTC), Cllr. Richard Wiltshire (MTC) and Rolf Bridle (Transport).

The reasons for absence were noted.

2. Declaration of Interests

There is a standing declaration of interest from Teresa Strange as a Trustee for Young Melksham with reference to any discussions concerning Canberra Youth Centre.

A handwritten signature in black ink, appearing to be 'Teresa Strange', written over the end of the text in the previous block.

3. **Viewing of "Talking Heads" Videos:**

All present viewed the talking heads videos, and the Chairman thanked all those who had kindly agreed to be filmed. It was noted that there were a few typing errors in the subtitles, and that one of the films showed an image of a green field when the discussion topic was brownfield sites; these issues would be rectified. It was suggested that where one of the videos discusses the promotion of walking and cycling routes that it would be good to add some additional footage of people doing this, preferably older people to reflect Melksham's Age Friendly Town status. David Way advised that Wiltshire Council preferred not to use the term "mixed use" when referring to brownfield sites as this term was too generic, and that it was better to refer to the class use for the site. He felt that the wording of the "retail" video wasn't quite giving the correct message and offer to re-write the script. It was noted that this video would therefore need to be re-filmed. It was also felt that there should be some footage of the Christmas Lights switch on and some still photos to show flooding and attenuation ponds in order to differentiate between ground water and surface water flooding.

4. **Public Participation**

Four members of the public left the meeting and the three who remained wished only to observe.

5. **Minutes of the last meeting:**

a) **Agree minutes of meeting held 17th October 2018: Resolved:** *The minutes of the meeting held on 17th October 2018 were formally approved and signed as an accurate record by the Chairman.*

b) **Matters Arising:** There were no matters arising.

6. **Finance Report**

a) **Invoices for Payment:**

- i) Lemon Gazelle (Invoice No 198 for £100) for Draft Plan and Supporting Documents – Advice and support on policy development. **Resolved:** *Invoice number 198 for £100 was approved for payment.*
- ii) Ashlea Forgacs – invoice for £400 for the filming of the "Talking Heads" videos. **Resolved:** *This invoice was approved, but payment to be held back until officers are happy that all the editing is complete.*

b) **Current Budget:** The current expenditure to date was £23,159; £15,359.86 from the joint Melksham Town and Melksham Without budget and £7,800 from grant funding. This figure did not include the invoice for £400 "for the Talking Heads" filming.

7. **Site Meeting with Developer:**

It was noted that officers and some Steering Group members had met with the developers of Site 17 to investigate further details of the community benefit being offered. These were explained to those present and it was noted that this information would be in the public domain

once the plan went to Regulation 14 consultation. David Way advised that the Plan could specify what it wished to see as a community benefit from this site.

8. Housing Sites Allocation

a) Correspondence on Housing Site Allocation from Wiltshire Council Senior Planning Officer:

Lemon Gazelle had queried what evidence the Steering Group had for allocating Site 17, as the Melksham Neighbourhood Plan Area had already met its housing requirement for the period up to 2026. David Way advised that the housing requirement for that period is an indicative figure and that the Plan could seek to go over and above this number. He reiterated that it was perfectly acceptable to allocate sites, even though the housing number had already been met.

b) Correspondence on Housing Needs assessment from AECOM:

The Melksham Without Clerk advised that the Government are currently in the process of making decisions upon the methodology to be used to calculate housing needs. The AECOM report was not felt to be robust enough as it traversed both the old and new methodology. David Way advised that there was not a requirement for a Housing Needs Assessment as the Core Strategy provided the housing numbers for the Melksham Area and a calculation had been made for the housing numbers for the rest of the Plan area based on a proportion of the housing numbers in the remainder of the rural Melksham Community Area. There was therefore an indicative housing number. He advised that within the policy background information that the plan explained why the site was being allocated.

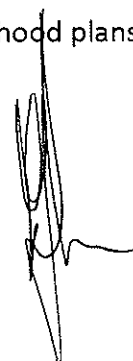
RESOLVED: *It was agreed that the AECOM Housing Needs Assessment would not be used.*

c) Correspondence on Housing Data from Wiltshire Council Planning Department:

Documentation was noted which explained how Wiltshire Council had worked out the Housing data for the Plan area. The Core Strategy already gives a housing number to the period 2026 for the Melksham Area which includes Bowerhill. The Steering Group had been seeking a number for the rest of the Plan area which was the remaining villages in Melksham Without. The Core Strategy only gives a housing requirement for the rest of the community area, so the proportion for the rest of the Plan area had been calculated based on the 2011 Census population figures for the rest of the large villages in the community area and compared against approved planning applications for the parish of Melksham Without. This then gave a figure for the Plan area which demonstrated that indicative housing requirement to the period to 2026 had been met and exceeded.

d) Housing Site Allocations policy:

Examples of Site Allocation policies and specific wording from other neighbourhood plans who had allocated similar sites was noted.



9. **Draft Policy Document:**

a) **Updated Draft Policy Document from Lemon Gazelle:**

The updated Draft Policy Document was noted. Officers had reviewed this document with David Way, who had advised on some tweaks and minor wording amendments, and it was noted that the supporting information on each policy needs to be of the same weight as the policy.

RESOLVED: *The Officers to update the Draft Policy Document with these amendments to bring back to the next Steering group meeting in January.*

b) **Additional Information for the Draft Policy Document:**

The additional wording from Steering Group members was noted and it was agreed to add this to the document. Lemon Gazelle had sent a schedule of additional tasks, which was reviewed. It was noted that Lemon Gazelle was asking for evidence and supporting information to be provided for some of the policies. The advice from David Way was that some of this was not required. He stated that a preamble for each policy explaining community support was adequate and that specific evidence of community support for each policy was not necessary, it was also acceptable for the Steering Group to explain and give background information about why they have included specific policies. He informed the meeting that at Regulation 14 the community will have the opportunity to comment on all the policies. He offered to have a conversation with Lemon Gazelle if the Steering Group felt that this would be useful.

c) **Additional Wording for Policy Document:**

The Melksham Without Clerk advised that the Parish Council had identified through several recent large approved planning applications that there was no consistency of approach when it came to conditions in S106 Agreements relating to the provision of play areas in new developments. The Head of Wiltshire Council Development Management advised that Wiltshire Council would look to address this issue when they undertook their review of the Local Plan and suggested that the Melksham Neighbourhood plan included a policy on the provision of play areas and that this could be tested when it went through the examination stage. The Steering Group noted that the Parish Council had a planning principle which stated that they "*will only consider taking on ownership and management of equipped play areas from developers, such as LEAPs (Local Equipped Area of Play) and NEAPs (Neighbourhood Equipped Area of Play) and not LAPs (Local Landscaped Area of play)*".

It was felt that in the Plan it should identify that the parish and town council welcomed dialogue with developers at pre-application stage.

RESOLVED: *The Plan includes a policy which states that dialogue with developers at pre-application stage is welcomed and that discussions are held with regard to the provision of play areas and future ownership and maintenance of these at an early stage.*



11. Any Other Business:

a) Joint Town and Parish Council Meeting – To give Strategic View of Future Growth to Inform The 2026 -2036 Local Plan Review:

It was noted that members of the Town and Parish Council had attended a Wiltshire Council consultation event about the Local Plan Review and had been asked to give information about the strategic growth of Melksham and where any future development should be for the period 2026-2036, which they were not prepared for. As the Neighbourhood Plan had a vast amount of information about potential sites which had been independently assessed by AECOM and had undergone a public consultation process, it was felt that the two Councils could use this information to give accurate information to Wiltshire Council. A meeting had therefore been arranged with both Councils on 12th December at 6.00pm in the Fire Station to give a collegiate response to Wiltshire Council.

12. Next meeting date:

The next meeting to be held on Wednesday 30th January, 2019 at 6.00pm; venue to be confirmed.

Meeting closed at 7.50pm

Signed:



Chairman of MNPSG

Date: 30/1/19.

