



Melksham Neighbourhood Plan

Steering Group Meeting

1 Swift Way, Bowerhill, Melksham

Date: Wednesday, 30 October 2019

Start: 6pm

Present

Steering Group Members

Cllr Richard Wood (MWPC) (Chair)
Cllr Tony Watts (MTC)
Cllr Phil Alford (WC)
Cllr Paul Carter (MWPC)
Cllr Adrienne Westbrook (MTC)

Officers

Teresa Strange (MWPC)
Linda Roberts (MTC)
Lorraine McRandle (MTC)

ii. Community Representatives

Place Studio: Kate Lea

Mr Rolph Brindle (Transport)
Mrs Shirley McCarthy (Environment)
Mr Chris Holden

1. Welcome and Apologies

Apologies were received from Councillor John Glover (MWPC) for whom Councillor Paul Carter substituted. Apologies were also received from Councillor Mike Sankey and Colin Harrison.

The meeting welcomed Chris Holden to the group, who would be taking over from Colin Goodhind.

2. Declarations of Interest

There is a standing declaration from Teresa Strange as Trustee for Young Melksham.

3. Public Participation

Two members of public were present, but did not wish to speak to an item.

4. Minutes of the last meeting:

a) Agree minutes of meeting held on 25 September 2019.

Shirley pointed out that she was referred to as Shirley McArther at P4.

RESOLVED: The minutes were formally approved and signed as an accurate record by the Chair, Councillor Richard Wood with the above amendment.

b) Matters Arising

Teresa explained we have the website address back now. Councillor Westbrook explained she was receiving NP Facebook notifications and had log-in details. Teresa agreed to investigate this.

It was noted that both Councils had supported Option C for an Eastern By-pass and had agreed to write to Western Gateway and Wiltshire Council. With Melksham Without preferring Option C providing that sufficient mitigation was provided.

5. Finance Report

a) To note latest financial report.

Expenditure to date £32,456.63 with £19,531.51 being the amount paid between the two councils. Grant funding from locality has been used.

b) To note payment of Place Invoice for £3,496.80 (£4,184.40 Incl VAT) – agreed at September meeting to pay invoice on receipt up to £3,500.

To note the payment of £3,496.80 (ex VAT) has been paid to Place Studio for planning support and drafting the Neighbourhood Plan.

6. Place Studios (Katie and Vaughan)

a) Draft Plan for discussion

TS explained it has been agreed at the last meeting to have a centre spread in Melksham News to coincide with the 13 November Area Board meeting. However after the meeting Katie and Vaughan had looked at the timings and felt this was a very tight deadline. Therefore the item on the Area Board agenda for 13 November had been pulled.

The next Area Board meetings would take place on 6 January with the next editions of Melksham News coming out on 12 December, 2 January, 16 January, a slot had

been provisionally booked for 6 January, but sought a steer from members when to book a slot in Melksham News.

Katie explained both Vaughan and the Landscape Architects had been out to look at sites and a draft report would be produced shortly.

Timelines were discussed on what had to be done prior to going to Reg 14 and to also be kept updated on WC timelines regarding the Local Plan.

TS explained she had chased up Georgina Clampitt-Dix on a 'Statement of Common Ground' as raised a recent rural Local Plan Review meeting, but was still awaiting a response.

It was noted Councillor Hubbard, Melksham Town Council at a recent Cabinet meeting had stated Melksham Town Council wanted to engage with WC on working together.

It was explained Vaughan was pulling together all the evidence gathered so far and how he envisaged the content/order of the plan.

Discussion ensued on whether Purdah, now a general election had been called would affect progress. It was agreed to look into this.

It was explained he had been in touch with Climate for Change (CFC) for advise on policy wording, in order to make a stronger policy on this.

Regarding the Pre Application Statement it was explained that acknowledgement needs to be made that both councils engage differently on this, but it was felt very important that developers engage at an early stage. Therefore, it was important to have a policy on this within the plan.

Regarding sites to include in the plan, this would be one of the last policies. Overall Place would be looking at 6/7 policies.

Discussion ensued on how to move forward, it was suggested a working group meeting take place prior to the next Steering Group meeting in order to look at evidence collated so far.

It was agreed to hold a working group meeting on Thursday, 21 November at 10.00am (venue to be agreed) to look at the drafting of the plan and topic work done so far, as well as sites. It was suggested this meeting would only take about 2 hours. Councillor Alford gave his apologies for this meeting.

Councillor Watts asked if Place were still aiming for February to go to Regulation 14. Katie felt this was still the aim, but would need to review. It was hoped to have the bones of a plan available early December, with evidence reports being ready by then.

Katie informed the meeting, it was not a requirement to have the Consultation Statement available at Reg 14 stage, however, this would need to be done.

Katie felt January would be ideal to put a 2 page article in the Melksham News.

Therefore, it was agreed to put a 2 page spread on progress to date etc in the 16 January edition. Teresa agreed to book this.

Regarding the Area Board meeting it was suggested the Chair and Deputy could present at the meeting on 6 January 2020.

b) Feedback from Topic Group on evidence gathered.

- **Landscape & Key Views:**

Richard Wood and Phil Alford both gave a presentation on the evidence they had gathered so far and explained they would complete this work shortly.

- **Green Infrastructure:**

Richard Wood and Adrienne Westbrook gave on presentation on the evidence they had collated so far.

- **Character & Design:**

Tony Watts and Shirley McCarthy gave a presentation on the evidence they had collated, with the help of Paul Carter.

Teresa agreed she would to a Character and Design Statement for Longford Road area.

Lorraine agreed she would do the same for Hazelwood.

It was suggested Councillor Vanessa Fiorelli could provide a Character and Design Statement for the Forest area.

- **Facilities/Sites:**

Both Adrienne Westbrook and John Glover had undertaken this exercise. Adrienne explained, along with officers of Melksham Town Council a long list of facilities had been drawn-up, unfortunately, there were too many to add to the map provided. Katie took the list and agreed she would look at this.

Regarding photographs for the plan, it was suggested Jonathan Joyce and Linda DeSantiz had several photos of Melksham which could be used. TS explained permission had already been received from Linda to use her photos. It was suggested the local photography group could also help if necessary.

Regarding local valued heritage assets Katie explained the group could park this for now and whilst it could add value to do, it could wait until the next version of the plan.

It was suggested the 'Colin Davis' report on the Town Centre produced in 2006, would be a good source of evidence.

8. Website update

This was now working okay.

9. Date of Next Meeting of Steering Group:

27 November at 1 Swift Way off Westinghouse Way.

The meeting closed at 7.45pm