



Melksham Neighbourhood Plan

Steering Group Meeting

Date: Wednesday 15 May 2024

Start: 6.30pm

Present:

Steering Group Members Present

Councillor David Pafford Chair (MWPC)
Councillor John Glover (MWPC)
Councillor Graham Ellis (MTC)
Councillor Pat Aves (MTC)
Councillor Mike Sankey (WC)
John Hamley (MTUG)
Shirley McCarthy (Environment)
Chris Holden (Melksham Community Area Partnership)

Officers

Teresa Strange (MWPC)
Lorraine McRandle (MWPC)
Tracy Predeth (MTC Locum) By
zoom for part of meeting

Task Group Members

Councillor Mark Harris, (MWPC)

Planning Consultants

Vaughan Thompson (Place Studio)

MTC	Melksham Town Council
MWPC	Melksham Without Parish Council
WC	Wiltshire Council
MTUG	Melksham Transport User Group

MINUTES

1. Welcome & Housekeeping

Councillor Pafford welcomed everyone to the meeting, noting those present were aware of the fire evacuation procedures for the building. A warm welcome was given to the Town Council's Locum Clerk, Tracy Predeth, who was attending by zoom.

2. To note apologies

Apologies were received from Mark Blackham who was unwell.

3. Declarations of Interests

There were no declarations of interest.

4. Public Participation

There were no members of the public present.

5. To consider if any items to be considered in closed session as confidential

Resolved: For items 6(b), 7, 8 & 9 to be held in closed session.

6. a) To agree Minutes of Meeting held on 3 April 2024

Resolved: To approve and for the Chair to sign the minutes of the meeting held on 3 April 2024.

b) To agree Confidential Notes to accompany the minutes of 3 April.

Shirley asked if one paragraph attributed to her under the site allocation update heading could be removed as it did not make sense, which was agreed.

Resolved: To approve and for the Chair to sign the Confidential Notes to accompany the minutes of 3 April 2024 with the suggested amendment.

7C. To receive feedback from stakeholder discussions further to decisions made at the last steering group meeting.

HELD IN CLOSED SESSION

8C To agree way forward for Regulation 14(B) consultation

a) Scope of changes to Reg 14(B) version of Plan & evidence documents

HELD IN CLOSED SESSION

b) Timescales for consultation

HELD IN CLOSED SESSION

c) Publicity

HELD IN CLOSED SESSION.

d) Drop in events

HELD IN CLOSED SESSIONS.

9C. To approve the draft text for the Development Management policies, designations and allocations in the reviewed Neighbourhood Plan 2

HELD IN CLOSED SESSION.

a) For Submission Version

HELD IN CLOSED SESSION.

b) Reg 14 B version

HELD IN CLOSED SESSION.

10. Technical Support Packages/Evidence Document Update

a) To note revised Car Park Audit now received

The revisions the group had asked for had been undertaken and a new car park audit report received.

b) To note update on SEA (Strategic Environmental Assessment) and screening for HRA (Habitat Regulations Assessment)

An update was provided earlier in the meeting.

c) To consider quotation for addendum to Viability Assessment

HELD IN CLOSED SESSION.

11. Finance: To approve invoices received and additional budget required.

Teresa explained a paper had been circulated to both the Town and Parish Councils earlier in the week regarding the extra funding required to get the plan through to Examination/Referendum and delivery, as follows:

Total cost:	£22,750 (split 70/30% as follows):
Melksham Town Council:	£15,925
Melksham Without Parish Council:	£ 6,825

Teresa explained of the £10,000 quoted for Place within the paper, this had been an estimate to get the plan through to Examination/Referendum and delivery, however, a quote of £8,937.50 had subsequently been received from Place. In addition, a quote of £825 had been provided for some post Referendum Member training.

Within the paper, an additional sum of £1,500 had been quoted to the Town Council to provide for temporary admin support as they were unable to source inhouse at the current time.

Councillor Ellis confirmed at a recent Town Council meeting it had been resolved to deputise to officer the ability to spend up to £20,000.

In addition to the above, a separate invoice of £3,025 (6105) had been received from Place for work undertaken since their last invoice. Teresa explained she wished to flag to the meeting that in adding up the costs for the Town Council

alone came to c£19,500 and expressed a concern if more funding was required to make changes to the plan following Examination for example, this left little funding available from the Town Council to cover such costs.

Resolved: To approve the £3,025 invoice (6105) from Place for the work undertaken to date and new quotation from Place of £8,937.50, in order to get the plan through Regulation 14(B) to Examination.

Not to approve the additional £825 for post Referendum Member training as this could be decided in the next financial year.

For Teresa to go ahead and book venues, adverts and printing etc for Regulation 14(B).

12. To agree date and venue of Next Steering Group Meeting

The next meeting to be held on Wednesday, 5 June at 6.30pm.

Meeting closed at 20.51

Signed.....
Steering Group Chair, 5 June 2024