



# Melksham Neighbourhood Plan

## Steering Group Meeting

Melksham Fire Station, Semington Road, Melksham, SN12

Date: Wednesday, 30 January 2019

Start: 6pm

### **Present**

#### **Steering Group Members**

##### i. Councillors

Cllr. John Glover (MWPC) - Chairman

Cllr Alan Baines (MWPC)

Cllr. Tony Watts (MTC)

Cllr Pat Aves (WC)

Cllr. Phil Alford (WC) (Arrived late)

##### ii. Community Representatives

Colin Goodhind (MCAP)

Colin Harrison (Chamber)

Mr Rolf Brindle (Transport)

#### **Officers**

Teresa Strange (MWPC)

Jo Eccleston (MWPC)

Linda Roberts (MTC)

Lorraine McRandle (MTC)

### **1. Welcome & apologies:**

In the absence of the Chairman, Councillor John Glover took the chair and welcomed those present.

Apologies had been received from Cllr Richard Wood, with Cllr Alan Baines substituting. Apologies were also received from Shirley McCarthy and Mike Sankey.

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.

### **3. Public Participation (4 members of public present)**

None.

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

a) **Agree minutes of meeting held 27<sup>th</sup> November 2018: *Resolved:*** The minutes of the meeting held on 27<sup>th</sup> November 2018 were formally approved and signed as an accurate record by the Chairman.

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

5. **Finance Report**

a) **Invoices for Payment:**

i) Lemon Gazelle (Invoice No 205 for £250) for editing Draft Plan. ***Resolved:*** *Invoice number 205 for £250 was approved for payment.*

b) **Current Budget:** The current expenditure to date was £23,839.86; £15,359.86 from the joint Melksham Town and Melksham Without budget and £8,450 from grant funding.

c) **To note current funding from Locality and options for 1 April onwards**

It was noted Locality grant funding needed to finish on 31 March. Teresa explained as yet there had been no confirmation of further funding being available from 1 April.

Lemon Gazelle confirmed with the work still to be done before 1 April, their costs would be, including work undertaken in January £4,125. It was noted if no grant funding was available, both councils had allocated monies in their budget if necessary, to get the plan through the various stages and adopted.

6. **Housing Needs Assessment:**

Teresa explained that AECOM had gone ahead and produced their Housing Needs Assessment, which they had put on hold until the new NPPF had been published, even though the group had agreed not to proceed with the document at their meeting on 17 October 2019, given concerns with regard to the content, as it was unclear what methodology had been used in the report.

Teresa explained as the group were unhappy with the content of the report, she had been in touch with Locality who were investigating.

Teresa asked if the Steering Group wanted to take on board the content of the report or await advice from consultants and David Way.

Teresa explained some of the content of the report and the fact the housing requirement figures for the Plan Area had now been received from WC.

**RESOLVED:** To ignore Housing Needs Assessment as received far too late to consider, and Wiltshire Council have subsequently advised a Housing Number for the Melksham Plan Area.

## 7. **Housing Sites Allocation**

Members were reminded the site allocation was not in the public domain. Teresa explained the developers were currently undertaking their own flood prevention measures, despite it being suggested they liaise with Danny Everett Principal Drainage engineer, Wiltshire Council on the masterplan flood alleviation project taking place in the area

## 8. **Draft Policy Document**

### a) **To note Andrea Pellegram advice notes**

#### i) **Neighbourhood Plan Evidence Toolkit**

Members of the group felt there was some really helpful information within the document to use if necessary.

#### ii) **Preparing Neighbourhood Plan Policies (to account for changes in NPPF)**

It was felt by some members of the group that the flow of the example plan seemed to flow in a logical order, making it easier for people to follow. It was also felt it would be useful to include the Issues/Options report in the policy document.

**RESOLVED:** To ask LG if they could look at a similar layout for our plan.

To hold a working party meeting, including Tony, Rolf, Pat, John and Richard to go through text to include within the document to underpin the policies and to invite LG to help facilitate this process.

For any amendments, additional information on Town Centre regeneration to be considered at the working group party meeting.

### b) **To note evidence provided as requested by Lemon Gazelle and any outstanding information required**

It was noted more information was required to add to each section to underpin each policy.

Tony suggested that some amendments were required to the document.

He also felt that there needed to be more information on town centre regeneration within the document. Linda supported this view and explained there needed to be something within the document regarding economic regeneration, there was also no policies to protect sites within the document.

It was asked if there was any evidence to back up the Town Centre policies. It was noted this evidence could be provided in the Issues to Options report. It was agreed the Town

Council needed to find evidence to back up the issues.

It was noted that the Town Council had provided a submission regarding the town centre in late 2016.

**RESOLVED:** For any amendments, additional information on Town Centre regeneration to be considered at the working group party meeting

**c) To note new planning policies suggested by Melksham Without Parish Council**

**i) Regarding the planting of native trees to avoid the spread of Oak Processionary Moth**

It was agreed to include a native tree policy and a policy stating developers only use trees from UK nurseries with provenance and are registered with Defra.

**ii) National Cycle Network Design Principles**

Rolf explained the Sustran policy seemed to be at odds with the NPPF but it was explained that Sustran had provided the evidence why these would be put in. NP have teeth to ask for this as no national policy.

**d) To consider new section for Plan detailing 'Next Steps' and 'Review Triggers'**

Teresa explained there should be triggers put in the plan of when it should be reviewed, such as in 5 years from adoption, at the Local Plan Review or a significant event, and sought guidance from the group.

Linda explained that the adopted Calne Neighbourhood Plan had some wording the group could use with regard to a monitoring strategy which she would forward for consideration at the next meeting.

**e) To agree to submit draft Plan to Wiltshire Council for SEA (Strategic Environmental Assessment) & HRA (Habitats Regulations Assessment) screening**

It was explained we could submit the draft Plan at a relatively early stage to Wiltshire Council as the draft is finalised; it was likely to require a SEA as the Plan will have a Housing Site Allocation

**RESOLVED:** To submit to Wiltshire Council the draft Plan to consider if SEA or HRA screening is required.

**9. Local Plan Review 2026-2036: To note update from meeting of Melksham Town Council and Melksham Without Parish Council on 12 December 2018**

The above notes had been circulated to members before the meeting.

**RESOLVED:** To note the report of the above meeting held on 12 December 2018.

**10. Website:**

**a) To view 2 x outstanding videos**

The group was asked when they wanted the videos up and running on the website and on social media.

**RESOLVED:** For the videos to go live when at Reg 14.

**b) To receive an update from Colin Harrison**

Colin provided an update so far on progress with regard to the website.

**11. Next meeting date:**

Wednesday, 27 February. Venue TC

Signed:

Chairman of MNPSG

Date: