



Melksham Neighbourhood Plan

Steering Group Meeting

1, Swift Way, off Westinghouse Way, Bowerhill, Melksham, SN12 6GX

Date: Wednesday, 29 January 2020

Start: 6pm

Present

Steering Group Members

Cllr Richard Wood (MWPC) (Chair)
Cllr Pat Aves(WC)
Cllr Paul Carter (MWPC)
Cllr Tony Watts (MTC)
Cllr Adrienne Westbrook (MTC)

Officers

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

ii. Community Representatives:

Place Studio: Katie Lea

Rolph Brindle (Transport)
Shirley McCarthy (Environment)
Chris Holden (MCAP)
Mike Sankey (Community)
Colin Harrison (Chamber)

1. Welcome and Apologies

Apologies were received from Councillor John Glover for whom Councillor Paul Carter substituted and Councillor Phil Alford with Councillor Pat Aves substituting.

2. Declarations of Interest

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

No further declarations of interest were received.

3. Public Participation

Councillor Vanessa Fiorelli, Melksham Town Council was in attendance.

4. Minutes of the last meeting:

a) Agree minutes of meeting held on 27 November 2019

RESOLVED: The minutes of 27 November 2019 were formally approved and signed as an accurate record by the Chair, Councillor Richard Wood.

b) Matters Arising

There were no matters arising.

5. Finance Report

a) To note latest financial report.

To note expenditure to date of £38,081.87 (including invoices for Place Studio since last meeting of £1,841.04 inc vat and new invoice for payment below)

b) To approve invoices as required

Place Studio presented invoices for payment in relation to NP support and expenses totalling £3,784.20 + VAT.

Richard proposed these be approved, which was seconded by Paul.

RESOLVED: To approve the above invoices for payment.

Teresa explained she had paid £25 with £5 credit to boost the Facebook posts and would charge the relevant share back to the Town Council in due course.

There would also be an invoice for the recent advert in Melksham Independent News for payment.

Tony Watts arrived at 6.05pm.

6. Place Studios

a) To consider draft plan

i) To raise any key questions

Katie explained the plan was still work in progress, advising that the plan needed to be accessible and engaging. Katie was seeking volunteers from the Steering Group to help with various aspects of refining the plan in particular, the following areas:

- De-jargoning the plan (**Katie/Shirley**)
- Add local information
- Look at relevant photos to include within the plan.
- Housing allocation/flooding (**Teresa/Katie**)

Chris Holden arrived at 6.10pm

Katie gave a presentation on proposals for the layout of the plan, following which Katie invited the group to raise any questions regarding the draft plan proposals so far:

Adrienne

- **2.3: Why a Joint Neighbourhood Plan?**

Whilst the following sentence is included within the text 'high level of interdependency between town and parish.' A request was made to include it as a bullet point.

- **4.4.1: Town Centre - Policy 9**, to add a policy on car parking.

Reference to train routes needs slight amending.

Paul

- The need for clarity in order to control people's expectation of what can and cannot be delivered by the plan.
- **4.2.4 – Policy 4: Ultra Low Emission Vehicle Charging.** How people would be charged for energy use on off site charging points. *Katie agreed to investigate this.*

Teresa explained there was an interesting campaign called the 'Living Street Campaign' raising concerns at the safety of pedestrians and charging points.

Shirley

- Reference is made to the impact of pollution within the plan on heart disease and diabetes, however, pollution has a wider impact on health. Shirley agreed to forward the reference to this on to Katie.

It was agreed a sensible way forward would be to have one person collating any comments/additions/amendments to the plan from the Steering Group. Lorraine agreed to collate any amendments/additions and forward these to Katie.

It was also agreed to forward the presentation to steering group members.

ii) To discuss practicalities on how to review the draft (checking/localising)

Katie explained that a section on policy statements was included to the rear of the plan and whilst this would not be examined it would support the policy section adding that an introduction to this section would be required. The section would also contain information linked to the Statement of Common Ground, an agreement between MTC/MWPC and Wiltshire Council.

Katie added that this section was still work in progress and would need input from the Steering Group. It was also suggested that information about the campus should be included in this section and that the town and parish councils would come up with appropriate wording.

Katie explained the Pre App Policy was in this section suggesting that it better sat at the beginning of the plan before the policies, rather than at the end, adding it may also be useful to include some examples of where pre app discussions have been useful to towns and parish councils.

Katie explained February would be shaping the draft plan and that Place would then spend three weeks refining the plan.

b) To consider CIL (Community Infrastructure Levy) and Neighbourhood Plan

Katie explained that CIL funding had been raised before Christmas and that she had discussed CIL with David Way, Spatial Planning, Wiltshire Council. The CIL Policy presented by Katie was for both Councils to adopt for inclusion in the plan. Katie went on to explain there was only so far the plan can go with regards to CIL and that CIL spending was a matter for both councils to agree. However, the plan could include a section on managing the use of CIL.

Tony felt that some of the infrastructure listed within the plan was Wiltshire Council's responsibility, rather than parish level. He asked if there was a way to identify in the plan how CIL could be spent within the plan area. It was suggested that both councils should work together with Wiltshire Council in identifying infrastructure requirements.

Teresa explained that WC had a CIL 123 List for each area and the parish council had looked at this last year and put forward a request for a by-pass, a more holistic approach to schooling and that real-time information is provided for buses. They had also looked at what funding Wiltshire Council had received from development within the parish and it was estimated in the region of £1m. Teresa agreed to resend the parish council's correspondence to the Town Council.

Linda suggested a way forward could be to have a joint committee or working group of both councils, including someone from Wiltshire Council's Spatial Planning Department who could identify infrastructure requirements and agree a collective strategy to meet identified needs.

Teresa noted within the CIL Policy that if a strategic site were to be included by Wiltshire Council within the revised Local Plan, that site would not attract CIL. Teresa felt this information was worth raising with members. Katie confirmed this was correct.

Teresa explained the CIL policy stated that most development would be in MWPC area, however the Town Scoping document mentioned potential for development within the town, which would be subject to CIL, therefore the two documents needed to agree.

Teresa also noted within the policy it mentioned that CIL receipts should be for the benefit of the whole community and felt this needed to be amended. Place Studio agreed to look at re-wording this section.

Katie suggested a list of what infrastructure is required within the plan area should be defined by both councils this could be linked to the priority section, with a supporting document, Katie agreed to work with both Clerks on this.

Shirley asked if CIL could be used for sustainable energy. Katie explained that uses for CIL for towns and parishes was wider than for Local Authorities and therefore this is something that both councils could investigate.

The Steering group noted and approved the proposed CIL policy as drawn up by Place, including the suggested refinements.

c) To receive an update on the Evidence Base

Katie explained that Place would be producing a Basic Conditions Statement to submit with the plan and advised that a Consultation Statement would be required by Regulation 14. Katie agreed to work with both Clerks and Lorraine on this and would forward a template on this.

Regarding the evidence base, Katie explained there were a few questions which needed answers, therefore she would be sending these back to the various leads to look at.

Katie asked if more photos could be collated for inclusion in the plan and that they could be collated during Reg 14 if necessary.

d) To agree the date of the Regulation 14 Consultation; the proposed date is 16 March 2020

It was agreed to start the Regulation 14 Consultation process on 16 March 2020 with an end date of 20 April to give a slightly longer period than the standard six weeks to accommodate for the Easter break.

The format for the consultation exercise would be included on the next steering group meeting agenda for discussion.

It was suggested it would be useful to have a launch event of influential people in the first instance.

Katie advised there were regulations to follow with regards to consultation at Reg 14 and would circulate a Reg 14 toolkit for information to members.

It was agreed hard copies of the plan would be useful in various locations. It was suggested banners might help to inform members of the public about the consultation.

It was agreed that an article should be prepared for the 12 March edition of Melksham News, advising the community that the plan was going out to Reg 14.

7. To receive a verbal report from the Town Clerk of Melksham Town Council regarding the Town Centre Scoping Document

Linda clarified that the Town Centre Scoping Document was not a policy document. However, she would be discussing MPWC observations with the author. Teresa explained that Melksham Without Parish Council had only commented on the document as at the previous Steering Group meeting, it was understood that the document was to be included in the plan as evidence.

Linda suggested that wording from the document could be referred to in the plan, but not refer to the document.

Adrienne felt there should be a link to the document within the plan.

Linda clarified that whilst this document was only a scoping document, which would inform the following stage to create a town centre masterplan which would contain policies and these would be incorporated into a plan at its review stage.

8. To consider progress regarding a Statement of Common Ground and an update on joint meeting held on 8 January 2020 with Wiltshire Council

Katie referred to the meeting which took place on 8 January with David Way, Spatial Planning, Wiltshire Council and Tim McCoombe, Local Plan Review Lead, Wiltshire Council and members of the steering group to discuss a Statement of Common Ground which would need to be agreed between Melksham Town/Melksham Without and Wiltshire Council. Katie agreed to chase up progress on the document. The Statement of Common Ground would be included in the plan.

9. Website content and publicity updates

- **To receive feedback following Area Board presentation (6 January) and Article in Melksham News (16 January)**

Tony provided feedback on the NP update at the Area Board meeting on 6 January.

- **To note website update**

It was noted some time ago, it had been agreed with Colin Harrison to make improvements to the NP website and these had been done prior to the newspaper and social media postings in early January. Colin explained that most of the improvements had been made, however, there was still a few improvements to be made.

Colin agreed to provide officers of both councils training on how to upload agendas and minutes to the website.

It was asked if the website would be accessibility compliant given new legislation. Colin explained he was aware Wix were making updates and would check if these included accessibility updates, if not he would make the necessary checks.

- **To note social media advertising undertaken**

Teresa explained she had paid £20 with £5 credit for an additional boost on Facebook for the NP and provided statistics on how many people had accessed the website and clicked into various pages within the site.

- **To arrange a small working party to review 'Talking Heads' videos**

Given that time had passed since the 'Talking Heads' videos were made it was asked if a small working party could review these to check if they were still relevant.

Chris and Vanessa volunteered to look at these.

10. a) Date of Next Steering Group:

Wednesday 26 February 2020 at MWPC Meeting Venue: 1 Swift Way,
Bowerhill, SN12 6GX.

The meeting closed at 8.00pm