



Melksham Neighbourhood Plan

Steering Group Meeting

Date: 29 September 2021

Start: 6pm

Present

Steering Group Members

Cllr Richard Wood (MWPC) (Chair)

Cllr David Pafford (MWPC)

Cllr S Crundell (MTC)

Cllr S Rabey (MTC)

Cllr Mike Sankey (WC)

Officers

Teresa Strange (MWPC)

Lorraine McRandle (MWPC)

Linda Roberts (MTC)

Patsy Clover (MTC)

ii. Community Representatives:

Shirley McCarthy (Environment)

David Way (Wiltshire Council)

Chris Holden (MCAP)

Gerald Milward-Oliver (Townscape)

Place Studio:

Vaughan Thompson

Katie Lea

DRAFT NOTES

1. Welcome and Apologies

Apologies were received from Councillor Glover, who was substituted by Councillor Pafford, and from Rolf Brindle.

2. Declarations of Interests

There were no declarations of interest.

3. Requirement to complete Register of Interests

The requirement to complete the register of interests for the Neighbourhood Plan area was explained.

4. Public Participation

There was no public participation.

5. Terms of Reference

The Terms of Reference were noted.

6. To note costs of NHP are borne by qualifying bodies Melksham Town Council and Melksham Without Parish Council at 50/50 split

It was noted that the costs were actually borne between Melksham Town Council and Melksham Without Parish Council at a 70/30 split.

7. To consider any applications to join the Steering Group

No applications to join the Steering Group had been received.

8. Notes of Recent Meetings

- a) The notes of 27 May 2021, having previously been circulated, were approved as a correct record and signed by Councillor Wood.
- b) £3,194.03 had been spent under delegated powers between 27 May 2021 and 29 September 2021 as follows:

Teresa – please enter your table here

9. Referendum and confirmation of 'made' Plan by Wiltshire Council (NHP#1)

The outcome of the referendum and confirmation of the 'made' plan were noted.

10. To note expenses associated with the Referendum

The expenses associated with the referendum were noted.

11. To consider how to monitor and evaluate 'made' Plan

It was agreed that the weekly planning list would be circulated to members of the Steering Group.

12. To note examples of use to date

Both councils are using the Plan when responding to planning applications and recording its use.

13. To note financial report for NHP#1 and approve the start of a new project report for NHP#2

The total expenditure incurred on Neighbourhood Plan #1 was noted as follows:

Teresa – please enter your table here

14. To formally recommend to qualifying bodies (Melksham Town Council & Melksham Without Parish Council) the appointment of Place Studio as consultants for NHP#2 and note that not seeking alternative options as wishing to have continuation of service (NB: Latest version of Financial Regulations July 19 have removed the exception for Professional Services). This is, however, covered by 11.1.iv of the model Financial Regulations.

It was agreed to appoint Place Studios as consultants for Neighbourhood Plan #2 to ensure continuation of service.

15. To discuss with Place the potential scope of works to inform quotation to be prepared to aid Grant application to Locality and agree Next Steps for work to be undertaken.

Place Studios provided topics for consideration as part of Neighbourhood Plan #2 – allocation of local green space, allocation of housing sites, the town centre masterplan, active travel and the implications of the bypass and the Canal link.

The use of working groups and community engagement was discussed.

It was confirmed that an application to participate in the design code programme had been made.

In order to apply for grant funding, a quote will be required from Place Studios. Any award received will need to be spent within the financial year.

16. Priority for People: To note update on project to date and to understand how project feeds into NHP#2

The purpose of the Priority for People project to explore strategies for movement of people goods and vehicles around Melksham and its catchment area was explained.

A workshop has been arranged for 7 October to which Wiltshire Council representatives have been invited. The purpose of the day is to produce potential workstreams to take into the community. The results of the survey are on the Priority for People website.

17. Changes to relevant Wiltshire Council Policy:

18. Local Plan Review. To note latest update from Wiltshire Council as well as the Steering Group's submission to the Review (for new members).

David Way provided information on the links between the Wiltshire Council Local Plan, which has been delayed, and the Neighbourhood Plan. The review of Neighbourhood Plan #2 will probably take place at the same time as the Local Plan. However, it was felt that a lot of work on Neighbourhood Plan #2 could be carried out now.

Housing requirements for the Neighbourhood Plan area were discussed.

19. Wiltshire Council's Draft Climate Strategy – to note current consultation
<https://www.wiltshire.gov.uk/article/1004/Climate-strategy-consultation>

Melksham Without Parish Council have given their support to the draft strategy. Melksham Town Council will consider the draft strategy at their Full Council meeting on 28 September.

20. Green & Blue Infrastructure Strategy - to note current consultation
<https://surveys.wiltshire.gov.uk/snapwebhost/s.asp?k=162911004073>

The Green and Blue Infrastructure Strategy was noted.

21. Change in Local Housing Market Area (HMA) Boundaries. To note correspondence from Semington Parish Council.

Correspondence from Semington Parish Council was noted although it was felt that the Local plan may affect this.

22. Changes to relevant National Planning Policy:

23. Presentation by Wiltshire Council to NHP groups on recent changes to the National Planning Policy Framework (NPPF) and information about Reviewing made NHPs and to consider requesting indicative housing number for NHP Plan area

It was noted that the national policy is changing constantly and that the Local Plan will need to bear this in mind.

24. Design Codes Pilot Scheme: To note an Expression of Interest application has been submitted (deadline for applications was 13th September

It was noted that the expression of interest had been submitted. It was felt that involvement in the pilot scheme would be useful when considering the town centre masterplan and development.

25. AECOM/Locality Presentation of "Bringing Forward Affordable Housing including First Homes – Implications for Neighbourhoods" usual definitions for affordable houses etc

It was noted that the presentation provided a good reference document.

26. To agree Date & Venue of Next Meeting of Steering Group

27 October 2021 at 6.30pm in the Town Hall.

The meeting ended at 7.33pm.