



Melksham Neighbourhood Plan

Steering Group Meeting

Date: Weds 29 September 2021

Start: 6pm

Present

Steering Group Members

Cllr Richard Wood (MWPC) (Chair)

Cllr David Pafford (MWPC)

Cllr Simon Crundell (MTC)

Cllr Saffi Rabey (MTC)

Cllr Mike Sankey (WC)

Shirley McCarthy (Environment)*

Chris Holden (MCAP)*

Officers

Teresa Strange (MWPC)

Lorraine McRandle (MWPC)

Linda Roberts (MTC)

Patsy Clover (MTC)

David Way (Wiltshire Council*)

Consultants

Vaughan Thompson (Place Studio)*

Katie Lea (Place Studio)*

Gerald Milward-Oliver (Townscape)

* attended remotely via Zoom

NOTES

1. Welcome and Apologies

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

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. Members needed to declare an interest, just like they do as a councillor, but were reminded that it was for the whole Plan area, so Melksham Town and Melksham Without. It would be good practice for the existing declarations to be reviewed. New and existing forms would be brought to the next meeting.

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 (last steering group meeting) and 29 September 2021 as follows:

Date	Invoice Description	Amount-excluding VAT
30/06/2021	V2235- Leaflet printing	£749.00
06/07/2021	V2229- Inv.5353-Place Studio invoice- Production of NHP Mini guide	£350.00
06/07/2021	V2230-Melksham News referendum advert- 1 st advert- 10 th June edition	£495.00
06/07/2021	V2230- Melksham News referendum advert- 2 ND advert- 28 th June edition	£495.00
06/07/2021	V2231- Inv.62957- Leaflet delivery	£476.00
06/07/2021	V2241-Inv.5914- Place invoice for Neighbourhood Plan support	£567.15
16/07/2021	V2276-Neighbourhood Plan website	£61.88
	Total spend excluding VAT	£3,194.03

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

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

The results of the Referendum on 1st July were as follows:

Response	Votes	Percent of total
YES	2270	85.4%
NO	381	14.2%
Turnout	14%	

On 7th July 2021, Wiltshire Council "made" the Joint Melksham Neighbourhood Plan on 7th July 2021, pursuant to section 38A (4) of the Planning and Compulsory Purchase Act 2004, following an Independent Examination and a positive Referendum result. https://www.wiltshire.gov.uk/media/6823/Final-Decision-Statement-for-the-Joint-Melksham-Neighbourhood-Plan-2020-2026/pdf/Joint_Melksham_Neighbourhood_Plan_2020_-_2026_Final_Decision_Statement_following_referendum.pdf?m=637613488213800000

10. To note expenses associated with the Referendum

The expenses associated with the Referendum were noted.

Leaflet printing Qty:15,000 (Nettl)	£749.00
Melksham News advert 10 th June	£495.00
Melksham News advert 24 th June	£495.00
Melksham News leaflet delivery	£476.00
Place Studio Invoice 5933 for production of mini guide leaflet, and text for newspaper advert	£300.00
<i>Nominal charge for use of Assembly Hall for drop-in information session</i>	
TOTAL	£2,515.00

It was noted that there was no requirement to submit the Referendum expenses to the Electoral Officer but it should be recorded for reference and transparency. The limit of expenses was £2,362 + 0.059p per entry on the register which equated to £2,362 + £3,506 = £5,862.

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

Both Clerks advised that their respective Planning/Economic Development Committees were quoting the NHP#1 policies in their responses to planning applications and quoted a couple of planning applications where the NHP#1 was quoted in planning decision notices. They would also keep a record of any issues that came up that could be considered as needing updating or adding to NHP#2

Katie asked if there had been given any thought to Steering Group commenting on planning applications and this was discussed, with one of the main hurdles

being that comments have to be submitted within 21 days, and so would not fit in with the meeting cycle for the Steering Group. Cllr Sankey suggested that members of the steering group could be part of the councils' committees. It was agreed that the weekly list of planning applications and decisions 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:

Total Expenditure (excl VAT)	£44,823.70
Total Expenditure from Locality Grant Funding <i>£21,000 had been received but £4,200 had to be returned as underspent by year-end deadline</i>	£16,800.00
Total Expenditure (excluding Grant Funding) <i>Of which £10,905 was to MCAP for administration support</i>	£28,023.70
Melksham Town Council Share of Expenditure (5/9)	£15,568.72
Melksham Without Parish Council Share of Expenditure (4/9)	£12,454.98

It was agreed to draw a line under this expenditure, and keep a new cost tally for the work on NHP#2.

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)

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 expanded on the topics for consideration as part of Neighbourhood Plan #2, as detailed in the revised Terms of Reference – allocation of local green space, allocation of housing sites (including design code and brownfield target work), the town centre masterplan, active travel (Priority for People) 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 pilot 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, ending 31st March 2022.

It was agreed that Place Studio would produce a document with a Scope of Works, and associated quotation ready for the next meeting for review by the Steering Group. As any funding applied for would have to be used by the end of March, it was agreed that although a tight timescale, that this would be brought forward for the October meeting.

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 by Gerald Milward-Oliver (Townscape)

A workshop has been arranged for 7 October to which Wiltshire Council representatives have been invited. The purpose of the day was to produce potential workstreams to take into the community. The results of the survey are on the Priority for People website. <https://www.priorityforpeople.org/> and it was agreed that links would be added to the Melksham Without Parish Council and Melksham Neighbourhood Plan websites (already on the Melksham Town Council website as their project).

17. Changes to relevant Wiltshire Council Policy:

17.1 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 draft Plan at Regulation 19 stage was now expected to be in September 2022

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.

The Steering Group's response to the Local Plan Review had been included with agenda papers for the benefit of new Steering Group members.

17.2 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 a meeting of the Economic Development and Planning committee on 4 October.

17.3 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.

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

Correspondence from Semington Parish Council was noted, detailing how their parish had moved from the Chippenham HM to the Trowbridge HMA without their knowledge and how they felt that they should remain in the Chippenham HMA with the rest of the Melksham Community Area parishes. It was felt that the Local Plan may affect this moving forward.

18. Changes to relevant National Planning Policy:

18.1 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. Circulated in agenda packs were copies of a presentation by Wiltshire Council to NHP groups on the recent changes in the NPPF. It was also noted that a Neighbourhood Plan Steering Group could request an indicative housing number for the Plan area.

18.2 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.

18.3 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.

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

27 October 2021 at 6.30pm in the Town Hall. **Please note new start time of 6.30pm**

The meeting ended at 7.33pm.