



# Public Document Pack

## Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES  
Tel: (01225) 704187

Town Clerk and RFO Linda Roberts BA(Hons) PGCAP, FHEA,  
FLSCC

To: Councillor J Hubbard (Town Mayor)  
Councillor C Goodhind (Deputy Town Mayor)  
Councillor P Alford  
Councillor P Aves  
Councillor G Cooke  
Councillor J Crundell  
Councillor S Crundell  
Councillor G Ellis  
Councillor C Forgacs  
Councillor C Houghton  
Councillor L Lewis  
Councillor S Mortimer  
Councillor J Oatley  
Councillor T Price  
Councillor S Rabey

5 May 2022

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summoned to attend the **Extraordinary Full Council** meeting of Melksham Town Council. The meeting will be held at the Town Hall on **Thursday 12th May 2022** commencing at **7.00 pm**.

A period of public participation will take place in accordance with Standing Order 3(e) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting in person, alternatively the public and press may join the meeting via Zoom.

In accordance with the Council's commitment to being open and transparent; all Town Council meetings are recorded and broadcast live. The right to do so was established under the Openness of Local Government Bodies Regulations

Yours sincerely

Mrs L A Roberts BA(Hons), PGCAP, FHEA, FSLCC  
Town Clerk and RFO

**Melksham Town Council  
Extraordinary Full Council**

**Thursday 12 May 2022**

*In the exercise of Council functions. Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivery services under the public sector Equality Duty and Equality 2010.*

**Public Participation** – To receive questions from members of the public.

**Virtual Meeting Access**

Please follow the joining instructions below for the virtual Zoom meeting:

**Join Zoom Meeting**

<https://us02web.zoom.us/j/81918406565?pwd=Zm91MnBmRS9rUzRYamdLeWs1NVBtZz09>

**Meeting ID:** 819 1840 6565

**Passcode:** 581994

**Participants will be directly let in the meeting by clicking on the above link. There is no waiting room.**

**AGENDA**

**1. Apologies**

To receive apologies for absence.

**2. Declarations of Interest**

To receive any Declarations of Interest in respect of items on this agenda as required by the Code of Conduct adopted by the Council.

*Members are reminded that, in accordance with the Council's Code of Conduct, they are required to declare any disclosable pecuniary interest or other registrable interests which have not already been declared in the Council's Register of Interests. Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared on the Register, as well as any other registrable or other interests.*

**3. Minutes (Pages 1 - 6)**

To confirm as a correct record the minutes of the Full Town Council meeting held on 4 April 2022.

**4. Assembly Hall (Pages 7 - 12)**

To receive the report of the Head of Operations regarding the operation of the Assembly Hall for the coming financial year, and to approve the revised pricing structure.

**5. Neighbourhood Plan #2 Expenditure (Pages 13 - 42)**

Members are requested to approve the following payment requests/funding approval requests recommended by the Joint Melksham Neighbourhood Plan Steering Group at meetings held on 16 March 2022 and 27 April 2022 (notes attached).

NB Please note that the current arrangement for expenditure for NHP#2 is that it will be funded 70% by Melksham Town Council (MTC) and 30% by Melksham Without Parish Council (MWPC).

16 March 2022:

1. MWPC have requested approval from MTC that the Place Studios invoices (£1,000 excl. VAT) relating to the provision of information and representation at the Planning Appeal 20/07334/OUT: development of 50 dwellings on land to rear of Townsend Farm, Semington Road, in the MWPC area, are split 50/50 and not the usual 70MTC/30MWPC, or 30MTC/70MWPC as suggested by the MTC Town Clerk at the meeting on 16 March.

NB It has been suggested that this could be a test case for Neighbourhood Plans nationally

2. To approve the payment of the Town Council's 70% share of £5,000 excl. VAT on review work by Place Studio of Neighbourhood Plan #2 for the period until May, prior to the receipt of further grant funding from Locality.

27 April 2022:

3. To note the successful grant application for £10,000 for the year ending 31/3/2023, that the Locality Grant funding has now been now fully utilised for Neighbourhood Plan #2 and the cost implications of this moving forward.

The 2021/2022 budget for the Neighbourhood Plan was overspent by £657; the budget for the current financial year, 2022/2023, is £5,000. Work undertaken by AECOM as Technical Support, is funded directly by the Government.

4. To approve funding for the balance of the Place quote for £21,743 excluding VAT:

£10,000 - Locality Grant funding  
£5,000 - requested at 2 above  
£6,743 (balance) - on the agreed 70 MTC/30 MWPC split.

5. To approve the funding of future expenditure on NHP#2 by the two councils on a 70 MTC/30 MWPC split.

## Melksham Town Council

### Minutes of the Full Council meeting held on Monday 4th April 2022

#### **PRESENT:**

Councillor J Hubbard (Town Mayor)  
Councillor C Goodhind (Deputy Town Mayor)  
Councillor P Aves  
Councillor G Cooke  
Councillor J Crundell  
Councillor S Crundell  
Councillor G Ellis  
Councillor C Forgacs  
Councillor C Houghton

#### **OFFICERS:**

Linda Roberts	Town Clerk
Hugh Davies	Head of Operations
Patsy Clover	Deputy Town Clerk
Christine Hunter	Committee Clerk

**PUBLIC PARTICIPATION:** Two members of the public were present virtually.

#### **261/21 Apologies**

Apologies were received from Councillors Alford, Lewis, Mortimer, Oatley, and Rabey.

#### **262/21 Declarations of Interest**

There were no declarations of interest.

#### **263/21 Minutes**

The minutes of 24 January 2022 and 21 March 2022 having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor Hubbard.

#### **264/21 Accounts**

It was proposed by the Town Mayor, Councillor Hubbard, seconded by the Deputy Town Mayor, Councillor Goodhind, and

**UNANIMOUSLY RESOLVED** to return all financial reports for Month 10 to the Finance, Administration and Performance Committee for approval and noting.

#### **265/21 Financial Risk Assessment**

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Aves and

**UNANIMOUSLY RESOLVED** to approve the Town Council's Financial Risk Assessment.

**266/21 Neighbourhood Plan**

**Appointments to Subgroups**

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor J Crundell and

**UNANIMOUSLY RESOLVED** to appoint the Deputy Town Mayor, Councillor Goodhind, as the Town Council representative on the Melksham Canal Link subgroup.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

**UNANIMOUSLY RESOLVED** to appoint Councillor Aves as the Town Council representative on the Housing Allocations subgroup.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Aves and

**UNANIMOUSLY RESOLVED** to appoint Councillor Ellis as the Town Council representative on the Heritage subgroup.

**267/21 Request to install a Plaque on the Assembly Hall**

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Aves and

**UNANIMOUSLY RESOLVED** to ask the Head of Operations to bring suggestions for the design, and installation of commemorative plaques at the Assembly Hall for consideration at the next Full Council meeting.

**268/21 CCTV Protocol**

Concerns were raised by Councillor S Crundell about the deployment of CCTV cameras in residential areas. It was noted that there should be proper communication and liaison with residents.

The Town Clerk explained that the Self-Assessment Tool serves as a useful guide to ensure that the Town Council are complying with the Home Office Surveillance Camera Code of Practice. The council are obliged to adopt the Home Office Surveillance Camera Code of Practice to operate a CCTV system.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by the Deputy Town Mayor, Councillor Goodhind, and

**RESOLVED** to adopt the Home Office Surveillance Camera Code of Practice.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by the Deputy Town Mayor, Councillor Goodhind, and

**RESOLVED** to approve the Closed-Circuit Television Internal Operations Procedure Manual with the following amendments:

- Items 3.8.1 , 3.8.4, 3.8.5, replace the wording 'discs' and 'recorded discs' to 'removable devices'.
- Item 4, replace the words DVDs and CDs with 'removable devices'.
- Proposed locations for the deployment of cameras will be advertised and the public consulted prior to deployment.
- A protocol will be created as an appendix to the Procedures Manual regarding the deployment of cameras towards residential properties.

## **269/21 Adoption of Policies**

### **269/21.1 Publication Scheme Policy**

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

**UNANIMOUSLY RESOLVED** to adopt the Publication Scheme.

### **269/21.2 Recording of Meetings Policy**

It was proposed by the Town Mayor, Councillor Hubbard, seconded by the Deputy Town Mayor, Councillor Goodhind, and

**UNANIMOUSLY RESOLVED** to approve and adopt the Recording of Meetings policy.

### **269/21.3 Roundabouts, Gardens and Planters Sponsorship Policy**

It was proposed by the Town Mayor, Councillor Hubbard, seconded by the Deputy Town Mayor, Councillor Goodhind, and

**UNANIMOUSLY RESOLVED** to:

- adopt the policy subject to the following amendments  
'Sponsorship of roundabouts would apply to any roundabouts on which Melksham Town Council has a Section 96 Order with Wiltshire Council, but specifically excluding the Market Place roundabout, which will always be maintained by Melksham

Town Council’.

- ask officers to undertake an audit to ascertain which roundabouts within Melksham qualify for a Section 96 Order so that Council can decide which roundabouts to adopt.

**269/21.4 Reserves Policy**

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor J Crundell and

**UNANIMOUSLY RESOLVED** to adopt the Reserves policy.

**269/21.5 No Fly Posting Policy**

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Houghton and

**UNANIMOUSLY RESOLVED** to re-adopt the No Fly Posting policy.

**270/21 Items for Information**

**270/21.1 Wilts & Berks Canal Trust**

The Wilts & Berks Canal Trust On the Button and Branch Officer’s Report – February 2022 were received.

**270/21.2 Melksham Health & Wellbeing Group**

The draft notes of the Melksham Health & Wellbeing Group meeting held on 22 February 2022 were received.

**270/21.3 Wiltshire Swindon & Oxfordshire Canal Partnership**

The draft notes and action items from the Wiltshire Swindon & Oxfordshire Canal Partnership meeting held on 3 March 2022 were received.

**271/21 Confidential Session**

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

**UNANIMOUSLY RESOLVED** that in view of the sensitive nature of the business to be transacted the press and public were requested to withdraw.

**271/21.1 Speed Indicator Devices**



It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

**UNANIMOUSLY RESOLVED** to instruct the Town Council's solicitors to pursue legal action in the sum of £12,495 plus VAT with estimated legal costs of £800.

**271/21.2      Heads of Terms re Community Infrastructure Levy (CIL) Monies for the East of Melksham Development**

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Houghton and

**UNANIMOUSLY RESOLVED** to approve the Heads of Terms subject to the following amendments:

- The Town Council would use every effort to build the east of Melksham Community Hall within the Hunter's Wood and The Acorns development.
- If it proves unfeasible to build the east of Melksham Community Hall, the Town Council would work with Melksham Without Parish Council to discuss how the CIL funding could be spent but Melksham Without Parish Council would not have a veto on any decision.

Meeting Closed at: 10.12 pm

**Signed:** .....

**Dated:**

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## Assembly Hall

A) We propose to operate the Assembly Hall this year within the budget set on 13<sup>th</sup> December 2021 and deliver best value with the funds available.

B) VAT issue

- VAT has not been treated consistently in the past and now this has been identified, we'll need to make some changes to the way we invoice hirers and event bookings .
- Going forward, we may have to investigate creating a holding or client account for ticket sales.

C) Price review

- Local comparative venues have been approached for their pricing structures - Appendix 1.
- In line with baseline operating costs for the Assembly Hall, the pricing structure shown at Appendix 2. is being proposed for discussion.
- It is worth noting that the Assembly Hall pricing structure has (anecdotally) not been reviewed for 10 years. All prices are exclusive of VAT.
- The terms and conditions for hirers have been inconsistent and we propose the following:
  - All bookings pay a 20% deposit at point of sale otherwise they are treated as an enquiry and will not be entered onto the booking system until such time as the deposit has been paid.
  - All bookings are fully paid up 21 days before the event.  
A damage and cleaning deposit is taken and cleared 21 days before the event. This will be returned 7 days after the event to ensure we are adequately covered.
  - the cancellation policy also needs to be clear and signed in advance so hirers are clear of their obligations, should they cancel.

Hiring the whole of the building includes Kitchen, Lounge, Main Hall, and Dressing Rooms.

This will encourage more whole building hirings as a more cost effective option for hirers.

### Commercial Hirings

Price on Application - this will apply to big acts which we know will be successful and a suggested charge will be in the region of £1,500 for hiring the hall. This works out similar to a split deal but reduces the risk for the Town Council.

A less well known act could be priced on a pro rata basis starting at £500 for the hall for up to 200 ticket sales with further income to the town council agreed depending on ticket sales on a sliding scale as follows:

200 – 250 sales – 20% of face value  
 251 – 300 sales – 21% of face value  
 301 – 350 sales – 22% of face value  
 351 – 400 sales – 25% of face value  
 400 + sales – 30% of face value

- The bar prices have been raised just before Christmas and they will be going up again in April in line with our suppliers increases.

D) Relaunch & rebrand

- The programme that we propose will be more community focussed with a range of activity that more broadly reflects the demographic. The opportunity for public consultation is an important consideration to ascertain the wishes of the community.
- Some of the suggestions so far are:

Event	Notes/requirements
Parent toddler group	<ul style="list-style-type: none"> <li>• Purchase of soft play equipment, inflatables, toys etc.</li> <li>• Currently looking into a half-hall curtain for partitioning</li> <li>• DBS checked staff</li> <li>• Income: Entry fee, Tea/coffee/sweets sales</li> </ul>
Record fairs	<ul style="list-style-type: none"> <li>• Our event – Can populate stalls through Bruce's contacts</li> <li>• Staggered loading in a la Xmas fair</li> <li>• Income: Stallholders fees, entry fees, bar</li> </ul>
Toy/collectors fairs	<ul style="list-style-type: none"> <li>• Possible hire – Toy Planet have expressed interest</li> </ul>
Melksham movies	<ul style="list-style-type: none"> <li>• For new film releases. We are potentially ready to go with this, just need to find time to look into.</li> </ul>
Film Club	<ul style="list-style-type: none"> <li>• Older films, seasons, 'event' screenings etc.</li> <li>• If proves popular, set up regular events, perhaps an annual sign up</li> </ul>
Local band nights	<ul style="list-style-type: none"> <li>• Our event, paying bands small guarantee as opposed to door split</li> <li>• Need to research bands</li> <li>• Possible tie-ins with PITP/Artbeats</li> </ul>

Monster Ball - Halloween	<ul style="list-style-type: none"> <li>• Returning this year</li> <li>• Planning as we speak</li> <li>• Popular in the past</li> </ul>
Bingo	<ul style="list-style-type: none"> <li>• Seed of an idea right now, need to look into companies who may do as a hire, or staff to run.</li> </ul>
Roller Skating	<ul style="list-style-type: none"> <li>• We have an incumbent hirer and the sessions were popular before Covid. The sessions before Christmas were sold out but had to be cancelled with the Omicron resurgence.</li> </ul>
Tea Dances / Line dancing / Teen Disco	<ul style="list-style-type: none"> <li>• These have been popular in the past. With targeted promotion to the right audience, they could be a vibrant</li> </ul>
Open mic afternoons	<ul style="list-style-type: none"> <li>• Take place in Lounge</li> <li>• Sunday afternoons?</li> <li>• Chilled, Sunday pub vibe</li> </ul>
Live gaming competitions	<ul style="list-style-type: none"> <li>• This is very popular amongst the gaming community and using the big screen, its within our capability to host.</li> </ul>
Real Ale Nights / Beer Festival / Oktoberfest.	<ul style="list-style-type: none"> <li>• Using our links with local brewers, we could surely host these type of events</li> </ul>
Quiz nights with food	<ul style="list-style-type: none"> <li>• This is a must. There are no quiz nights in Melksham.</li> </ul>
Tuesday market Bric-a-Brac	<ul style="list-style-type: none"> <li>• To tie in with the existing Tuesday market</li> </ul>
Christmas Film screening of Polar Express for the kids.	<ul style="list-style-type: none"> <li>• Secondary spend opportunity with interval and popcorn etc.</li> </ul>
Panto!	<ul style="list-style-type: none"> <li>• Local am dram group or hire in theatre group</li> </ul>

The possibilities are plentiful and we have a real opportunity to get a more community based programme up and running.

We have recently been improving the kerb appeal of the hall with painting of the woodwork and improved LED external lighting as a start. We have recently purchased a scrubber drier to keep the newly refurbished floor in great condition.

The site has been largely neglected as regard to repairs and maintenance in recent years and essential works are now being undertaken.

See attached

Appendix 1 - Price Comparison and Competitor Analysis

Appendix 2 - Baseline Operating Costs and Proposed Pricing Structure (To follow)

## Appendix 1

### Price Comparison and Competitor Analysis

Venue name	Facility	Capacity/Size	Weekday price	Weekend price
Melksham Oak Hall	Dance studio		£24/hr	
	Sports Hall		£28/hr	£35/hr
Batheaston New Village Hall	Main Hall	16m x 13m	£30/hr (£50/2hr, £65/3hr)	
Marden House Centre	Main Hall	100	£20/hr	£25/hr
Doric Park (Trowbridge Rugby Club)	Bar & Lounge	200 seated	£60/hr, £80/hr after 6pm	£60/hr, £80/hr after 6pm
Percy Community Centre, Bath	Sports Hall	250 seated	£38/hr, £70/2hr	£38/hr, £70/2hr
St, Margaret's Hall, Bradford on Avon		250 standing, 150 seated	£39.50/hr	£39.50/hr
Standerwick Centre, Frome		320 seated, 620 overall	£25/hr	£25/hr







## Melksham Neighbourhood Plan

### Steering Group Meeting

Date: Wednesday 16 March 2022

Start: 6.30 pm

#### Present:

##### Steering Group Members Present

Councillor David Pafford (MWPC)

Councillor John Glover (MWPC) (Chair)

Councillor Saffi Rabey (MTC)

Councillor Mike Sankey (WC)

##### Officers

Teresa Strange (MWPC)

Lorraine McRandle (MWPC)

Linda Roberts (MTC)

Patsy Clover (MTC)

#### Via Zoom:

Councillor Richard Wood (MWPC)

Shirley McCarthy (Environment)

John Hamley Melksham (Transport User Group)

Chris Holden (MCAP)

Vaughan Thomson (Place Studio)

James Essery (Place Studio)

## MINUTES

### 1. Welcome and Apologies

As the Steering Group Chair Councillor Richard Wood was attending the meeting via Zoom, a Chair was sought from those attending in person.

Councillor Glover was resolved to be Chair for the meeting and welcomed everyone.

As there were 3 Melksham Without Parish Council representatives present, it was clarified Melksham Without Councillors Wood and Glover had voting rights.

Apologies for absence were received from Councillor Simon Crundell, Melksham Town Council and Colin Harrison, Melksham Chamber.

### 2. Declarations of Interests

There were no declarations of interest.

### 3. **Public Participation**

Councillor Mark Harris from Melksham Without Parish Council was in attendance to observe, but did not wish to speak.

### 4. **To agree the Notes of the Meeting held on 9 February 2022.**

The Clerk explained Shirley McCarthy had noted an error under item 11(b) with a suggestion the sentence should read ‘...had now come to the end of the two-year protection against **the lack of 5-year land supply**’ instead of against the 5-year land supply.

**Resolved:** That the notes of the meeting held on 9 February 2022, with the above amendment were approved as a correct record and signed by the Chair.

### 5. **To formally approve decisions made at Workshop on 2 March**

#### **a) To apply for Technical Support packages, including Housing Needs Assessment, with immediate effect**

Following discussions at the Workshop held on 2 March, it was:

**Resolved:** For officers to apply for technical support including a Housing Needs Assessment with immediate effect.

#### **b) To proceed with the next stage of the Review with immediate effect, with the knowledge that there will be a gap before Government grant funding can be applied for in the next financial year. Melksham Town Council and Melksham Without Parish Council to fund the work in the intervening period**

**Resolved:** To proceed with the next stage of the Review with immediate effect with the knowledge that there will be a gap before Government grant funding can be applied for in the next financial year. Melksham Town Council and Melksham Without Parish Council to fund the work in the intervening period

### 6. **To note Technical Support package application in progress and which packages applying for.**

Following consultation with Place on the appropriate technical packages to apply for it was agreed the Steering Group apply for the following packages:

- Housing Needs Assessment
- Site Options and Assessment (will need to do a local call for sites in advance of the assessment, which Place can help with)
- Site Viability (not required at this stage)

- Environmental Impact Assessment (not required at this stage)
- Sustainable Environmental Assessment (if required)
- Design Codes (including environmental issues)
- Habitats Regulation Assessment (if required)
- Master planning (at a later date, to tie in with Town Council work)

The following packages are not being taken up

- Evidence base and policy production (as using Place for this)
- Plan Health Check (Place will undertake this as part of their scope of work)
- Facilitation in deprived areas (whilst there are small areas of deprivation. Melksham does not meet the relevant criteria to qualify for this)

Clarification was sought on what was included in a Housing Needs Assessment.

Vaughan explained AECOM would undertake the assessment and the Steering Group could provide a brief of what was required from the assessment, in order to make it clear. The Housing Needs Assessment is not necessarily about finding an alternative housing target for Melksham. However, if there is no Housing Needs Assessment, there will be no evidence to provide the Neighbourhood Plan with the ability to direct the type and tenure of housing which is bespoke and particular to Melksham and therefore would have to use the Wiltshire Housing Needs Assessment. The assessment would give evidence of affordable housing, affordability and those with particular needs, such as the aged population and those with additional needs.

Councillor Glover asked if the Group could use the Housing Needs Assessment produced by Wiltshire Council.

Vaughan explained Melksham did not need an alternative housing figure, a figure would be brought forward at Regulation 19 stage of the Local Plan Review by Wiltshire Council and be tested on legal soundness and compliance with meeting statutory requirements. Unfortunately, the grounds for objecting to the housing figure at that stage were limited and therefore he did not see a proactive reason for getting an alternative figure and having a Housing Needs Assessment was not the tool to do it.

Shirley expressed concern the housing figure decided at a national level did not necessarily correlate with the level of housing need locally and therefore there needed to be honest dialogue with the local population in knowing what the local needs are rather than having a housing figure imposed.

Councillor Pafford noted Wiltshire Council had provided a housing figure for Melksham as part of the Local Plan, based on the Government formula, with

the housing figure subsequently being changed to a higher figure and queried whether this figure was established and beyond challenge.

Vaughan explained a line needed to be drawn between the Local Plan and its strategic allocation approach and the neighbourhood plan and what it is doing in terms of housing. The NPPF and Planning Policy Guidance say a Neighbourhood Plan must be in general conformity with meeting strategic housing need which is identified by the Local Plan which has not been identified yet by Wiltshire Council, which is unfortunate timing.

Wiltshire Council have also gone through a process to identify a need for Melksham and this has been seen and commented on at Regulation 18 by the Steering Group and both Councils. The housing number is not just about meeting local need, it is about meeting the share of growth of housing that the Government have set Wiltshire's requirements on. Melksham's growth is strategic and within that there is an opportunity to meet local needs.

Vaughan reiterated the assessment was a way of refining the housing mix and where it is delivered. Both councils had made responses to the Local Plan which would have been recorded and it is a case of how Wiltshire Council relate to this.

Vaughan explained AECOM would come up with a projection/percentage of what the housing requirements are in Melksham by looking at all demographic areas and would also look at affordability of houses in Melksham. There was also an opportunity to refine housing requirements to the various communities in Melksham, including the surrounding villages in the Melksham Without Parish Council area.

The Clerk to the Town Council sought clarity and asked if rather than identify a number of houses required of different types of size, tenure etc that an overall percentage of each type could be given rather than a total figure for each, which Vaughan agreed.

Chris Holden sought clarification if Trowbridge or another town pushed back on their housing requirement and Wiltshire Council passed in on to Melksham was there any recourse?

Vaughan explained there is an overall housing requirement figure for Wiltshire which is then split down to each Housing Market Area (HMAs) and then split again to the various towns/villages within the HMAs, with the Steering Group having already made their thoughts known about the proposed housing allocation figures. If there is a change to the Local Plan when it comes out at Regulation 19 stage, there may be an issue with regard to soundness and proper process and the Steering Group may want to object to it then.

However, the Steering Group have to focus on Melksham and work with the number which comes out in the end.

John Hamley queried if housing requirements were not already known, as these would be similar to other areas.

Councillor Glover explained each area had a different requirement because of their demographics.

Vaughan explained whilst there are similarities between one county and another and one town and another, there are nuances between towns and their demographics and their particular needs and this is where the Housing Needs Assessment can come in with the particular size of houses required and affordability, which may be different than elsewhere.

Shirley noted there was a high proportion of people in Melksham who are in fuel poverty and asked if the Housing Needs Assessment would provide insight into this.

Vaughan explained the assessment would not look at this, however, with the cost of fuel increasing this will affect a proportion of people and this may need consideration as part of Housing Needs Assessments in general.

**Resolved:** It was agreed to apply for technical support as identified including a Housing Needs Assessment as detailed by Vaughan and provide a Brief on what is required from the Housing Needs Assessment in order to make it clear.

As a Wiltshire Councillor, Councillor Mike Sankey abstained from voting on this item.

**7. To receive report from Place Studio as to next steps and approve quotation for work package**

The Clerk to Melksham Without explained there were quite a few references to Planning Class changes within the recent review documents, particularly changes to Planning Class E and therefore had provided a graph to show the relevant planning classes for clarification.

A quote had been provided by Place as follows:

Task Breakdown		
<b>A. Project Planning &amp; Management</b>		
Ongoing Project and Process Management		£550
Steering Group Meeting Attendance (@10 x 2.5 hr SG Meetings)		£1718
<b>Sub Total</b>		<b>£2,268</b>
<b>B. Community Engagement   (online)</b>		
<i>Interactive Website (Separate Quotation)</i>		<i>£0</i>
<i>Community Communications (Further)</i>		<i>£225</i>
<b>Sub total</b>		<b>£225</b>
<b>C. Building the Evidence Bases</b>		
Housing Site Selection Process		£6,600
Other Policy and Designation Evidence		£4,950
<b>Sub Total</b>		<b>£11,550</b>
<b>D. Plan Writing</b>		
Updating Text and Policy Drafting (Reg 14)		£1,650
Housing Sites Allocations		£1,100
SEA / HRA Support (Allowance)		£550
Supporting Documentation Preparation Support		£550
<i>Reg 14 Plan Desktop Publishing (Optional)</i>		<i>£1,100</i>
<b>Sub Total</b>		<b>£4,950</b>
<b>E. Support through Formal Stages of Consultation and Examination</b>		
Post Reg 14 Feedback Review		£1100
Reg 16 Submission Plan Revisions		£550
<i>Examination Support (Optional Allowance)</i>		<i>£1,100</i>
<b>Sub total</b>		<b>£2750</b>

It was noted that there had still not been a government announcement on whether grant funding would be available from 1 April, if there was, based on the funding for the last 4-year programme, the Steering Group would be eligible to apply for £18,000 worth of grants (£10,000 + £8,000) less the amount that has already been awarded for NHP#2 £7,440. Technical support was provided free of charge, but still a grant application type process.

It was agreed at the recent workshop that the Steering Group would proceed with the Review in the full knowledge both councils will pay costs in the meantime until grant funding could be applied for. It was clarified both Councils had already agreed to £5,000 each for the Neighbourhood Plan Review, However, if necessary, the Steering Group would have to go back to both Councils for additional funding, if necessary, if grant funding was not available.

The Clerk to Melksham Without Parish Council explained £1,850 for the new website was not covered by the current grant and had therefore been split between both Councils, therefore £8,150 was available (of the two councils' £10k allocation).

Vaughan clarified the work which was required to be undertaken as soon as possible and what could be left until later, until funding had been sought via a Locality grant if available,

Councillor Glover asked if the group were happy to proceed with a reduced overall figure of commitment subject to applying for the appropriate grant funding if available and if not to approach both councils for funding.

The Clerk to Melksham Town Council explained the review period would cover various financial years and this offered some reassurance in funds being allocated by both councils.

It was agreed to go ahead on the following basis up to May when hopefully grant funding would be available:

A. Project Planning & Management

Ongoing project and Process Management	£100.00
Steering Group Meeting Attendance (@2 x 2.5 hr SG Meetings)	£343.60

B. Community Engagement: (Would take place after May) 0

C. Building the Evidence Base £4000.00

D. Plan Writing (After May) 0

E. Support through formal stages of consultation and Examination 0

The rest of the quote to come back for approval at a later meeting, when funding had been secured from either Locality or the councils, or both.

**Resolved:** To seek approval for approximately £5,000 to be committed between both councils towards the costs of undertaking part of the review up until May prior to receiving any grant funding from Locality (if available).

**8. To note Community Engagement press releases in March and updates to be provided at Annual Town/Parish meetings (28/29 March). To consider requesting to present at the next Area Board meeting (22 June)**

The Steering Group noted the community engagement press releases which were due to be published in the Melksham News on Thurs 17<sup>th</sup> March, and Thurs 31<sup>st</sup> March.

The Clerk to Melksham Without Parish Council explained the first edition included information on what was included in the review, with the suggestion that the next edition be more about people having their say and being signposted to an interactive map to pinpoint green spaces they would like to nominate.

An update on the Neighbourhood Plan would be given at Melksham Without's Annual Parish meeting on 29<sup>th</sup> March; and at the Town Council's Annual Parish meeting on 28<sup>th</sup> March.

With regards to an update at the Area Board meeting on 22<sup>nd</sup> June it was agreed this should be whoever the Chair of the Steering Group was at that particular time, following the Neighbourhood Plan meeting in May, at which nominations would be sought for Chair and Vice Chair.

**Resolved:** All agreed.

**9. To note new website for Review NHP#2**

It was explained the new website had gone 'live' earlier that day and included the interactive Local Green spaces map, with officers currently pinpointing those which were difficult to identify. Katie had uploaded all the other from the exercise undertaken a few years ago, to populate the site for when residents looked; they would be able to comment on these. A few glitches had been noted and therefore had not been fully advertised as yet, however, this should be resolved soon and the map made available for people to pinpoint local green spaces important to them.

**10. To approve latest invoices and note current financial report.**



An invoice had been received from Andrea Pellegram Ltd of £600 (excluding VAT) for two lots of Neighbourhood Plan training which would come out of grant funding.

The Clerk to Melksham Without explained at a previous meeting it had been raised that £500 (excl VAT) was to be paid to Place as they represented and gave a lot of information to help the appeal hearing at which Councillor Wood attended. However, the Steering Group had not resolved that this should be paid and therefore the cost split between both councils.

The Clerk to Melksham Without Parish Council explained the appeal was very much seen as a test case for the Neighbourhood Plan and asked if the group were happy to sign this off, rather than Melksham Without paying the whole amount, as the appeal was a test of the NHP.

The Clerk to the Town Council asked while the costs are usually share 70% Melksham Town Council and 30% Melksham Without whether this could be reversed with regards to this invoice as the site sits within the parish.

Councillor Wood explained he would be happy with a 50/50 split but this would be at the gift of the parish council and stated the outcome of the appeal affected the future of both parishes with regard to the Neighbourhood Plan, as it was seen as a test case.

It was asked if the financial report could be circulated at the next Steering Group meeting.

**Resolved:** To pay Andrea Pellegram's invoice of £600 excluding VAT out of the grant funding received from Locality.

With regard to the £500 excluding VAT payment to Place for work towards the appeal hearing for Melksham Without Parish Council to pay the full amount in order not to delay payment with a recommendation back to both Councils to consider their respective split with a suggestion it is split 50/50.

#### **11. To agree date of Next Meeting of Steering Group and agree venue**

Advice was sought from Vaughan on when the next meeting should take place, given the various review work which needed to be undertaken.

Vaughan suggested it would be useful in the first instance to agree who would be lead representative either individually or as a group on the key topics in order to start looking at these and to hold a Steering Group meeting after the majority of this work had been undertaken. The Lead would be the main person to feed information through on what was required and some groups may need more people than others, given the level of work required. If leads could not be found this evening, it would be useful to email the steering group seeking volunteers.

Councillor Pafford suggested it would be useful to have Members from both councils on the various topic groups, but understood this may be difficult, however, felt it was important to have a representative from both Councils on the Housing Task Group at least.

Guidance was sought on how long the Housing Site Allocations study would take to complete.

Vaughan explained this would take around 4-5 months (Sept/Oct) to get to a Regulation 14 level of Plan and he would be working closely with David Way on a approach on housing which would be in general conformity with the Local Plan. However, the majority of site assessments and appraisals have previously been done and will only need refining.

It was asked if the Proposed Bypass group needed to wait until the final route was known.

Vaughan explained the route needed a sufficient level of clarity, therefore this group may wish wait a while, however, consideration could be given to what mitigation measures to include should it go ahead.

<b>Task Group</b>	<b>Members</b>
Housing	Councillor David Pafford (Lead) Councillor Richard Wood
Local Green Space	Councillor John Glover (Lead)
Heritage*	
Town Centre	Councillor Saffi Rabey (Lead)
Climate Issues	Shirley McCarthy (Lead)
A350 Bypass	Councillor Mark Harris John Hamley Councillor Mike Sankey
Canal Link	

\*With regard to Heritage, Councillor Glover agreed to contact Peter Maslen on the Melksham & District Historical Group for a representative.

James was leading on the Heritage/Asset list and would be sending out a toolkit to assist with this, when the lead was known, which was similar to the green spaces one. Would need to find out the important buildings in the plan area and test them against the criteria and whittle down to a smaller list. Some work as part of the first plan has already been done on this and this would be fed in

**Resolved:** For the Clerks of both Councils to seek representatives on the various topic task groups.

To hold a Steering Group meeting on Wednesday, 27 April at the Town Hall at 6.30pm.

**12. To receive update on Appeal APP/Y3940/W/21/3285428 for 20/07334/OUT - Semington Road, Melksham, SN12 6EF**

The Clerk to Melksham Without Parish Council explained there was no update following the recent Appeal Hearing, but would let members know when she heard.

Meeting closed at 8.00pm

Signed .....  
Chair

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## Melksham Neighbourhood Plan Steering Group Meeting

Date: Wednesday 27 April 2022

Start: 6.30 pm

### Present:

#### Steering Group Members Present:

Councillor Richard Wood (MWPC) (Chair)

Councillor John Glover (MWPC)

Councillor Saffi Rabey (MTC)

Councillor S Crundell (MTC) (left the meeting at 6.55 pm)

John Hamley (Melksham Transport User Group)

#### Officers

Teresa Strange (MWPC)

Lorraine McRandle (MWPC)

Christine Hunter (MTC)

Patsy Clover (MTC) until  
6.55pm)

### In attendance:

Councillor David Pafford (MWPC)

### Via Zoom:

Shirley McCarthy (Environment)

Chris Holden (MCAP)

Councillor Mike Sankey (WC)

Vaughan Thomson (Place Studio)

Councillor Alan Baines (MWPC) Housing Task Group

Councillor Mark Harris (MWPC) Housing, Bypass & Canal Task Groups

## MINUTES

### 1. Welcome and Apologies

The Chair, Councillor Richard Wood, welcomed members to the meeting.

Apologies for absence were received from, Colin Harrison, Melksham Chamber (due to work commitments) and Rolf Brindle (for health reasons) representative for transport. Councillor Simon Crundell and Patsy Clover (MTC) confirmed they had to leave the meeting at 6.55 pm. Chris Holden confirmed he had to leave the meeting at 7.30 pm.

### 2. Declarations of Interests

There were no declarations of interest. The MWPC Clerk suggested that members of the new task groups completed a Register of Interests for the Neighbourhood Plan area (this was in addition to any that they had already

completed as a councillor as it was for a wider area, covering both Melksham and Melksham Without).

### **3. Public Participation**

No members of the public were present.

### **4. To agree the Notes of the Meeting held on 16 March 2022.**

The Parish Clerk explained that at a meeting of the Melksham Town Council Economic Development and Planning Committee held on 25 April 2022 two actions had been asked of the Steering Group as follows:

When more than two councillors are attending a meeting from either the Town or Parish Council, they are minuted as being “in attendance”.

It was felt by those present that it was clear in the minutes that of the three representatives from Melksham Without, only two had voting rights and which two it was at the meeting.

Councillor S Crundell be asked to inform substitute Melksham Town Councillors if he is unable to attend a meeting to ensure representation.

**Unanimously Resolved:** That the notes of the meeting held on 16 March 2022, were approved as a correct record and signed by the Chair.

### **5. Housing Task Group**

a) The Task Group members to date were noted:

Councillor David Pafford (MWPC) LEAD

Councillor Richard Wood (MWPC)

Councillor Alan Baines (MWPC)

Councillor Mark Harris (MWPC)

Councillor Pat Aves (MTC)

b) Members were asked to contact anyone who they thought would be interested in joining the Task Groups to increase membership. It was agreed to ask for representation from Melksham Town Council on the Local Green Space, the A350 Bypass & Canal Groups and to invite Melksham Town Council's Environment and Climate Working Group to become members of the Climate Issue Task Group. Further Town Council representation on the Housing Task Group would also be useful.

c) Verbal Updates:

i) **Meeting with Wiltshire Council to agree way forward (13<sup>th</sup> April)**

Vaughan confirmed that a lot of work has been undertaken since the last steering group meeting, to progress the housing topic. The outcomes of a meeting with David Way (Link Officer at Wiltshire Council) and the Housing Task Group had set the agenda for how the housing topic work was approached. Wiltshire Council have enabled

landowners of the SHELAA (Strategic Housing Employment Land Availability Assessment) sites to be considered for potential allocation through the review process.

The MWPC Clerk explained due to GDPR (General Data Protection Regulations) the contact details of all the landowners registered with Wiltshire Council on the SHELAA register were unable to be shared. Therefore, Wiltshire Council had contacted them all directly (4<sup>th</sup> April) and asked them to make contact with the MWPC Clerk if they were interested in putting their SHELAA or other available sites forward for consideration by the Steering Group for potential allocation in the NHP Review.

### **Call for Sites**

Vaughan confirmed that the call for local sites was underway which will potentially enable additional smaller sites to be added to the SHELAA pool of sites.

The MWPC Clerk explained that:

- only half of the SHELAA sites had responded to date and that David Way will be notified of those who have not responded to send a reminder email with a deadline date. Any that had not responded in that period would also be contacted by the Steering Group directly by undertaking a Land Registry search to establish contact details of outstanding SHELAA sites
- It had been agreed with David Way that a 4 week period was adequate for a “Call for Sites” but the MWPC Clerk, in discussion with Vaughan, had suggested that the deadline is Sunday 5<sup>th</sup> June giving a 5 week period, as it was unlikely that action would have been taken the preceding week due to the Platinum Jubilee Bank Holiday and Half Term period.
- An advert calling for local sites will be placed in this week’s Melksham News as well as on social media and an email to the mailing lists of anyone who had attended a NHP event in the past, anyone who had made contact re the NHP in the past, anyone who had responded at Reg 14/16 stage and anyone who had signed up to the mailing list recently.

## **6. To note Community Engagement Press release on Thursday 28<sup>th</sup> April.**

The MWPC Clerk reported a page advert would be in the Melksham News on 28<sup>th</sup> April 2022, with details of the extension to the Local Green Spaces consultation until 5<sup>th</sup> June, the current Call for Sites, and the new housing needs survey and heritage asset surveys going live in May. Due to the time pressures, members were seeing the proof for the first time, the day before the publication, but it was necessary to publish this week to enable the following 5 weeks for consultation and keep to the programme. The information in the press release had been agreed in principle at the last

meeting, with the Housing Needs Assessment and the Call for Sites only being finalised in the last few days.

Patsy Clover and Councillor S Crundell left the meeting at 6.55pm

## **7. Locality Technical Support Application - AECOM:**

The MWPC Clerk confirmed that an application for Technical Support from Locality had been applied for jointly with the Deputy Town Clerk and following the interview stage a diagnostic interview had been arranged the previous Friday which Vaughan had also attended in order the shape the support provided.

- It was agreed that the Housing Needs Assessment would not contain a housing number as requested by Wiltshire Council. AECOM confirmed that this was a common request from other Local Planning Authorities. But it would concentrate on the type, tenure, and mix of housing need, including any specialist accommodation (such as for the elderly). It was also stressed that due to the variety of settlements and the town, that data sets for different locations would be very useful, especially for Shaw & Whitley who were likely to have their own Housing Allocation number as they are classed as a "Large Village"
- Due to the time constraints under the programme, AECOM were asked if they could begin work reviewing sites that they had previously looked at, and from the SHELAA pool during May, rather than waiting to commence work in June after the Call for Sites period had passed
- Time constraints to produce the Site Selection report and an SEA (Sustainable Environmental Appraisal) if required were a concern and realistically it was unlikely the Plan would be submitted at Reg 14 stage until the Autumn. The current programme showed this being submitted in July 22 to allow a year to go through the various stages for potential adoption in July 23 when the current Plan NHP#1 begins to lose its NPPF paragraph 14 protection. It was noted that the emerging NHP#2 would gather weight as it went through the process, and would hopefully have significant weight by July 23, especially if it had been through the Examiner Stage, even if at that point it had not been to a Referendum.

Vaughan explained the group were progressing as quickly as possible The housing allocation in a NDP will most likely trigger a SEA in the process. Screening needed to be carried out as fast as possible to minimise the likelihood and complexity of a SEA, which normally took place before Reg 14. This is already under discussion with David Way.

The MWPC Clerk confirmed AECOM were now making their application for the Government funding direct, as per the format for Technical Support.

## **8. Locality Grant Application:**

- a) **To note Grant Application for year ending 31/3/22 closed down at £7,440 and change of spend allocation to original application**



The MWPC Clerk explained the grant originally applied for in December 2021 had closed in March 2022. The Steering Group had the paperwork that closed down the grant in their papers, circulated before the meeting, which showed what the grant funds had been allocated against, totalling £7,440. Changes had been able to be made, for example no public drop in sessions had been held in early January due to Covid Omnicron concerns, and so the funds for that had been set aside. There were additional costs for the new website costs as this had been developed with interactive mapping. The expenditure on NHP#2 to the end of March had been £7,820.76 excluding VAT with £7,440 being set against the grant. This excluded any funding for Priority for People as the MWPC Clerk had not been entirely sure what work had been undertaken for the Neighbourhood Plan at closedown stage, but had a clear understanding of the work which Place had undertaken and so that had been claimed for too.

**b) To note successful grant application for year ending 31/3/23 for £10,000 and the Locality Grant funding now fully utilised for NHP#2 and cost implications moving forward**

The Clerk confirmed the 2022/23 Locality Grant funding application for £10,000 had been successful and the funds would be in the Town Council bank account shortly. The total quote from Place was for £21,743 excluding VAT, of which £10,000 would be covered by the grant funding. The remaining £11,743 of the quote to be funded by Melksham Town Council and Melksham Without Parish Council on the agreed 70 (MTC) / 30 MWPC share. The first £5,000 of the £11,743 had been agreed at the meeting on 16<sup>th</sup> March and Place had undertaken this work; with MWPC agreeing their share of costs. Both councils to take back the further £6,743 share to their respective full council meetings for approval before the remainder of the Place quote can be approved.

The MWPC Clerk made it clear that there would be no more Locality grant funding for the NHP#2, as the two grants currently obtained £7,440 and £10,000 were at the maximum of £10,000 for a NHP (and Review) plus additional £8,000 for those in a high growth area. Therefore **ALL** future expenditure would be down to the two councils and it would be useful to have a resolution as such for future budget for the remainder of this financial year to March 2023. The MWPC Clerk and MTC Deputy Clerk had investigated National Lottery Funding, but whilst many NHP groups had been successful in the past, none had been awarded to NHP groups since 2018 when the Locality Funding came into place.

It was clarified Technical Support did not have a timescale or maximum amount limit and was not grant funding but was support funded directly by the Government; so there would be no costs for the work undertaken by AECOM.

**c) To approve the next tranche of Place quotation covered by Locality grant, remainder to be funded by Melksham Town & Melksham Without Parish Councils**

The MWPC Clerk reported that approval of the next tranche of the Place quotation could only be approved up to the value of the £10,000 of work (with the breakdown as indicated in the agenda papers against the quote). The

further £6,743 of work required both the councils to approve the funding of the work before the remainder of the quote can be approved.

Ongoing project and process management	£200
Steering group meeting attendances	£515
Community Communications	£225
Housing Site Selection process and plan writing	£7,700
Other policy and designation evidence and updating text and policy drafting	£1,360
<b>TOTAL</b>	<b>£10,000</b>

**UNANIMOUSLY RESOLVED** to approve a further £10,000 of the Place quotation, as detailed above.

Melksham Town Council still to approve their share of the first £5,000 of the quote, of work up to May (MWPC already approved) and both councils to approve their share of the remaining £6,743 excluding VAT and any future expenditure on the NHP#2 to the end of March 2023.

For clarity:

Share of £ 5,000	MTC	£3,500.00	MWPC	£1,500.00
Share of £ 6,743	MTC	£4,720.10	MWPC	£2,022.90
<b>TOTAL</b>	<b>£11,743</b>	<b>MTC £8,220.10</b>	<b>MWPC</b>	<b>£3,522.90</b>

## 9. To approve latest invoices and note current financial report.

The following invoices were approved for payment:

Payee	Work undertaken	Invoice Date	Invoice Number	Net	VAT	Gross
Place Studio Ltd	New website & hosting	16/3/22	5977	£2,846.00	£550.00	£3,396.00
Colin Harrison Design Ltd	Internet domain name fees	31/3/22	3831	£106.76	£21.35	£128.11
Place Studio Ltd	Stage 1 (baseline) work as per quote	31/03/22	5983	£3,575.00	£715.00	£4,290.00
Melksham News / Wiltshire Publications	Full page advert 28 <sup>th</sup> April 22	To follow		£346.50	£69.30	£415.80

The financial statement was presented, with the costs of NHP#2 for the financial year ending 31/3/22 at £7,820.76 excluding VAT, with £7,440 funded by the first Locality Grant. The outstanding amount of £380.76 being split 70(MTC)/30(MWPC) with the two Place invoices for assistance at the Appeal Hearing being paid wholly by MWPC to date, with ongoing discussions between the two council on sharing this expense.

There was other expenditure during the financial year 22/23 for the NHP but this was for NHP#1 and previously reported.

The MWPC Clerk asked if invoices could be paid between meetings, for things that had obviously been undertaken and were not contentious; for example work Place had undertaken under the quote approval and adverts placed in the local press etc, as the group were not necessarily meeting monthly at present. This was agreed.

#### 10. Task Groups:

##### a) To review group participants, agree leads, and consider how to fill any gaps in membership (and Steering Group)

The Chairman read out the list of task group members that had been indicated by the steering group, town and parish councils to date.

Task Group	Members
Housing	Councillor David Pafford ( <b>MWPC</b> ) (Lead) Councillor Richard Wood ( <b>MWPC</b> ) Councillor Alan Baines ( <b>MWPC</b> ) Councillor Mark Harris ( <b>MWPC</b> ) Councillor Pat Aves ( <b>MTC</b> )
Local Green Space	Councillor John Glover ( <b>MWPC</b> ) (Lead) John Hamley
Heritage	Councillor Graham Ellis ( <b>MTC</b> ) Shirley McCarthy
Town Centre	Councillor Saffi Rabey <b>MTC</b> (Lead)

<b>Task Group</b>	<b>Members</b>
Proposed A350 Bypass	Councillor Mark Harris ( <b>MWPC</b> ) Councillor Alan Baines ( <b>MWPC</b> ) Councillor David Pafford ( <b>MWPC</b> ) John Hamley Shirley McCarthy Councillor Mike Sankey ( <b>WC</b> )
Canal Link	Councillor Mark Harris ( <b>MWPC</b> ) Councillor Colin Goodhind ( <b>MTC</b> )
Design Guides	

Councillor Glover suggested asking Melksham Town Council to add to their next Full Council meeting agenda a request to provide officers and to suggest anyone who may be interested in joining the Local Green Space, A350 Bypass and the Canal Link Task Groups.

Vaughan suggested the Town Council be asked to recognise that officer support would be required, but that in the initial stages there would be less involvement required. The MWPC Clerk confirmed Melksham Town Council had representatives on the Housing, Heritage and Town Centre Task Groups but it was understood that to date only Town Councillors on their Economic Development Committee had been asked to join the Task Groups, and not the Full Council.

The MWPC Clerk explained there was a need for an interactive heritage map and identified heritage assets to be run through the toolkit in May/June. Vaughan explained the heritage asset list would be a database of buildings or features which should be considered if they may be affected by planning applications. Vaughan suggested local green spaces, heritage and design are grouped together as one topic for working groups working with AECOM to produce a design guidance/code to set out the distinctive design and qualities that supported the local area.

The MWPC Clerk added “Design Codes” had been added to the request for Technical Support as previously agreed, and at the Diagnostic Interview it had been requested AECOM provide general Design Principles that can be applied to current speculative development if approved, sites allocated in NHP#2 and to shape the strategic sites allocated in the emerging Local Plan – as the sites specific are not known at this stage. They were happy to work on this format.

**b) To review Workstreams and work planned**

The Steering Group received the document prepared by Vaughan regarding the workstreams of the task groups.

Housing Task Group – the MWPC Clerk confirmed that at the Diagnostic Interview with AECOM they had asked if they could supplement their work with a local Housing Needs survey. AECOM were happy with this approach and cited an example in Portishead where they had successfully integrated the local survey with their report. Members will be pleased to hear that the Portishead survey had been created by Place. The survey will be in the local media in May 2022 and asked the group members to agree the circulated draft survey so it could be used as soon as possible. Members asked for amendments/explanations to be included in the survey as follows:

- for the initial closed question to be swapped with the second open question, enable the questionnaire to be fully completed.
- include a bespoke explanation at the beginning of the survey explaining why the Steering Group and town and parish council were carrying this out.
- include an explanation that Melksham has distinct approaches and requirements for housing.
- include more details about housing need.

Vaughan asked for the questions to be recorded and agreed to amend the survey. He confirmed that the initial questions in the survey were more general with more in depth questions to understand people's housing needs later in the survey.

Climate Issues Task Group – it was agreed to ask the Melksham Town Council's Environment and Climate Working Group to join the Climate Issues Task Group.

Bypass Group – Shirley agreed to join the Bypass Task Group. Vaughan suggested the Joint Melksham Neighbourhood Plan should not become a controversial discussion document and needed to move forward to a refreshed Neighbourhood Plan as efficiently as possible. The implications of the bypass route on the assets and policies in the Neighbourhood Plan were to be noted, but the Plan would not resolve the destiny of the bypass.

It was suggested the residents from the Brunswick Park group who used to attend all the steering group meetings be approached to see if they would like to join the Local Green Spaces task group.

Councillor Wood thanked Vaughan for the document on how the strategic projects linked together.

The MWPC Clerk asked that the members consider at the next meeting

whether the Terms of Reference needed amending. Areas to be considered were who had voting rights from the Task Groups and should all members or just the lead be invited to attend all future meetings (as per NHP#1). Currently invited members of the Task Groups did not have a vote, unless they qualified already as a Steering Group member.

**c) To consider request for Wilts & Berks Melksham Link project team to attend future meeting**

This was discussed, and MWPC were happy for this to happen, but the town council were still to consider. This was to inform the invitation to tonight's meeting. As the Steering Group were able to consider themselves tonight, they agreed to invite the project team to the next meeting.

## **11. Planning Policy**

- a) Wiltshire Council briefing note on latest 5 year land supply and clarification sought:** The MWPC Clerk confirmed this was important information, that influenced planning applications currently and whilst councillors would be aware, this information was for non-council members of the Steering Group; particularly the clarification sought from Wiltshire Council on how their statement affected those areas with a made Neighbourhood Plan with current paragraph 14 protection under the NPPF.<sup>1</sup>
- b) Latest WALPA (Wiltshire Area Localism Planning Alliance) update (planned meeting with Wiltshire Council on 5<sup>th</sup> May)** The Clerk explained WALPA are an alliance of Wiltshire Neighbourhood Plan groups who are challenging Government and Wiltshire Council with regards to the changes in the NPPF paragraph 14 and the decisions made as a result. They are engaging with MPs and a further meeting has been arranged on 5<sup>th</sup> May with WALPA reps and Wiltshire Council, with questions from various NHP groups forming the agenda for the meeting.
- c) To receive update on Appeal APP/Y3940/W/21/3285428 for 20/07334/OUT Semington Road, Melksham, SN12 6EF**  
The MWPC Clerk reported that no update has been received to date.
- d) To consider correspondence from Semington Parish Council (adjacent to the Plan area) on their Planning Application Policy**  
Members noted this correspondence and it was noted that the 900 houses proposed as part of the Melksham Link Canal project would effectively join Semington, Melksham Without and Melksham Town.

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<sup>1</sup>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1005759/NPPF\\_July\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf)

**e) To consider policy suggestion from Melksham Without Parish Council re planting and drainage ditches on new development**

The MWPC Clerk explained that on new developments trees are planted on the boundary of public open spaces which can cause problems in later years, with the adjoining housing cutting down the trees to give more light etc. In addition, difficulties were being experienced in Bowerhill where Wiltshire Council were having to remove a hedge to maintain the drainage ditch, and then reinstate the hedge in a more appropriate position. It was agreed by the Group that they wished to stop this happening in future.

**f) To receive verbal update from the Clerks who are attending a Wiltshire Council Design Code session on 26<sup>th</sup> April**

The MWPC Clerk confirmed this session was about informing a proposed Wiltshire Design code and was to invited NHP groups only, with a mix of those attending at different stages of Plan development and size. The session was run by Wiltshire Council and the LDA Design Consultancy. There was the opportunity for NHP groups to “road test” some proposed toolkits if the steering group were interested in taking part, alongside the tested toolkits Place already had available. In addition, groups were encouraged to put forward a list of things they think should be in a Wiltshire Design Code, (if missing from the national model) if more appropriate than a local one. This could be an opportunity to influence the Wiltshire Code with some of the Melksham aspects with wider appeal (climate change, planning out anti-social behaviour etc), and leave the Melksham NHP one just to specific distinctiveness.

The MWPC Clerk also related that developers have agreed to fund site specific design codes/masterplanning elsewhere and this could be something to bear in mind with the speculative development currently coming forward.

**g) Contact with developers:**

The MWPC Clerk explained the Steering Group had not met with developers once they had passed the Housing Allocation procedures for NHP#1. However, developers continued to make contact speculatively, particularly as the Call for Sites had commenced and with a public consultation for 650 dwellings on land east of Melksham currently underway, therefore sought guidance due to these recent changes.

Vaughan confirmed through the NHP site selection process, whoever had a site to be considered, would have the opportunity to engage with the process. Just because a site may be pursuing planning permission did not mean it should be excluded from the NHP site appraisal process. Vaughan suggested inviting all promoters of ‘would be’ planning applications to a ‘without prejudice’ meeting, as part of the site selection process. It was agreed the MWPC Clerk would ask for

clarification from developers whether they are promoting their sites through the NHP process or whether they were requesting a pre-app meeting with the Parish Council.

**12. Next meeting:**

Members discussed the workstreams, and when it was useful to next meet, and this was agreed to be the end of June, as there would be task group work to be undertaken in June, further to the evidence gathering and consultation work in May.

The next meeting of Steering Group, would be on Wednesday 29 June 2022 at 6.30 pm at Melksham Town Hall. Apologies for the meeting were received from Councillor John Glover.

Meeting closed at 8.20pm

Signed .....  
Chair



<b>Task Breakdown</b>		
<b>A. Project Planning &amp; Management</b>		
Ongoing Project and Process Management		£550
Steering Group Meeting Attendance (@10 x 2.5 hr SG Meetings)		£1718
<b>Sub Total</b>		<b>£2,268</b>
<b>B. Community Engagement   (online)</b>		
<i>Interactive Website (Separate Quotation)</i>		<i>£0</i>
<i>Community Communications (Further)</i>		<i>£225</i>
<b>Sub total</b>		<b>£225</b>
<b>C. Building the Evidence Bases</b>		
Housing Site Selection Process		£6,600
Other Policy and Designation Evidence		£4,950
<b>Sub Total</b>		<b>£11,550</b>
<b>D. Plan Writing</b>		
Updating Text and Policy Drafting (Reg 14)		£1,650
Housing Sites Allocations		£1,100
SEA / HRA Support (Allowance)		£550
Supporting Documentation Preparation Support		£550
<i>Reg 14 Plan Desktop Publishing (Optional)</i>		<i>£1,100</i>
<b>Sub Total</b>		<b>£4,950</b>
<b>E. Support through Formal Stages of Consultation and Examination</b>		
Post Reg 14 Feedback Review		£1100
Reg 16 Submission Plan Revisions		£550
<i>Examination Support (Optional Allowance)</i>		<i>£1,100</i>
<b>Sub total</b>		<b>£2750</b>

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U2551

Place Studio Ltd  
Bristol and Exeter House  
Lower Approach Road, Temple  
Meads  
Bristol  
BS1 6QS  
info@placestudio.com  
VAT Registration No.: 141942912

engage • design • deliver  
**place**

## Tax Invoice

**INVOICE TO**  
Melksham Without Parish  
Council

**INVOICE NO.** 5958  
**DATE** 22/12/2021  
**DUE DATE** 21/01/2022  
**TERMS** Net 30

DESCRIPTION	RATE	AMOUNT
<b>Neighbourhood Planning Support</b> Support to prepare material for planning appeal - fee as agreed.	500.00	500.00

SUBTOTAL	500.00 ✓
VAT TOTAL	100.00 ✓
TOTAL	600.00
BALANCE DUE	<b>£600.00</b> ✓

Alternatively please make cheques payable to Place  
Studio Ltd.

COST Code: 4680

*Handwritten signature*  
26/1/22

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U2655

Place Studio Ltd  
Bristol and Exeter House  
Lower Approach Road, Temple  
Meads  
Bristol  
BS1 6QS  
info@placestudio.com  
VAT Registration No.: 141942912

place

## Tax Invoice

INVOICE TO  
Melksham Without Parish  
Council

INVOICE NO. 5976  
DATE 11/03/2022  
DUE DATE 10/04/2022  
TERMS Net 30

CCS CODE: 4680

DESCRIPTION	RATE	AMOUNT
Neighborhood Planning Support Support to prepare for planning appeal - fee as agreed (invoice 2)	500.00	500.00

SUBTOTAL	500.00 ✓
VAT TOTAL	100.00 ✓
TOTAL	600.00
BALANCE DUE	£600.00 ✓

Studio Ltd.

Invoice payable to Place

2nd authoriser was  
Mr A. Barnes also - see email attached.

2nd invoice for  
appeal hearing help.

Wray 25/3/22.

J. Glover.  
→ During NHP  
Steering Grp  
Meeting 16/3/22  
as chair of mtg.

RSS 25/3

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research +  
writing brief for R. Wood + briefing RW + TS  
before hearing.

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