



**Date: Thursday 5<sup>th</sup> June 2025**

**Start: 6.30pm**

**Present:**

**Steering Group Members Present**

Councillor David Pafford Chair (MWPC)

Councillor John Glover (MWPC)

Mike Sankey (WC)

Mark Blackham (Bowerhill Residents Action Group)

John Hamley (MTUG)

Shirley McCarthy (Environment)

Chris Holden (Melksham Community Area Partnership)

**Officers**

Teresa Strange (MWPC)

Andrew Meacham (MTC)

**Task Group Members**

Councillor Mark Harris

Councillor Alan Baines

**Planning Consultants**

Vaughan Thompson (Place Studio)

**MTC**            **Melksham Town Council**

**MWPC**        **Melksham Without Parish Council**

**WC**            **Wiltshire Council**

**MTUG**        **Melksham Transport User Group**

**MINUTES**

**1. Welcome and Housekeeping**

David Pafford welcomed members and introduced David Way of Wiltshire Council. Members of the Steering Group introduced themselves to David Way. David Way gave a little information about himself. David is a senior member of the Wiltshire Council Spatial Planning team, and the link officer for both Melksham NHP1 and the reviewed NHP2.

Teresa Strange confirmed housekeeping arrangements and confirmed the meeting was being recorded.

## **2 Apologies**

Apologies were received from Councillor Pat Aves (MTC), Graham Ellis (formerly MTC), Hayley Bell (Acting CEO/Town Clerk MTC), Tracye Predeth (Locum MTC).

## **3 Declarations of Interest**

There were no declarations of interest.

## **4 Public Participation**

No members of the public were present.

## **5 Items for Closed Session**

There were no items to be discussed in closed session.

## **6 Minutes of the previous meeting**

It was proposed by Shirley McCarthy, seconded by Mark Blackham and

**UNANIMOUSLY RESOLVED** to approve, and for the Chair to sign, the minutes of the Steering Group meeting held on 29<sup>th</sup> January 2025.

It was proposed by John Glover, seconded by Chris Holden and

**UNANIMOUSLY RESOLVED** to approve, and for the Chair to sign, the confidential minutes of the Steering Group meeting held on 29<sup>th</sup> January 2025.

## **7 Examiners Report and Decision Statement**

Vaughan gave an overview. Plan substantially made it through examination. Examiner positive about plan. Changes suggested and implemented were intended to strengthen the plan.

Decision to concentrate on Brownfield sites successful, even though subject to heavy criticism from agents for sites not selected.

Nearly all Green Gap sites have made it through examination. Noted that the examiner was very pro-active and helpful. One has fallen away in Berryfield and one in Bowerhill.

The Steering Group thanked Place Studio for their work on the plan.

## **8 Referendum Version of the Joint Melksham Neighbourhood Plan**

Teresa Strange thanked David Pafford and Mark Harris for proof-reading. Needs to be with Wiltshire Council by Friday 13<sup>th</sup> June 2025. Requires accessibility work to be done. Any further amendments to not need approval of Steering Group or the councils, as changes being implemented are the request of Wiltshire Council to meet the Examiner's requests.

It was proposed by David Pafford, seconded by John Glover and

**UNANIMOUSLY RESOLVED** to formally note and accept the Referendum Version of the plan.

## **9 Referendum**

It was noted that the turn out was likely to be low due to the school holidays, with the anticipated date of Referendum 31<sup>st</sup> July. Members were asked to do what they could to assist the turn out.

It was confirmed that postal votes would count. It was agreed that information about postal voting would be included in the publicity.

Teresa Strange confirmed that there had been an option to hold the referendum later but the decision had been made to press on as soon as possible.

## **10 Publicity Materials to Publicise the Referendum**

There will be a full page advert in the Melksham News, a leaflet delivered with the Melksham News and posters. Costings all within the parish and town councils' budget.

Full Page advert	Melksham News	£530 excluding VAT
Delivery of leaflets to all households in Melksham & Melksham Without (some exceptions)	Melksham News £34 per 1000 Total of 13,100 for distribution excluding Semington and Broughton Gifford  £34 x 14	£476 excluding VAT
Leaflet Printing 13,200 (13,100 with Melksham News) and 100 spare for hand delivery to homes	Nettl *	£1,498.33 excluding VAT

that don't get the MIN and for at any parish and town council events		
<b>TOTAL</b>		<b>£2,504.33 excluding VAT</b>

\* Alternative quote sought from Avon Printing

David Way advised the referendum could be promoted but cannot campaign for a yes vote. It was suggested to accentuate the positive aspects of the plan and stress that it has been developed based on feedback from residents.

It was proposed by John Glover, seconded by Mark Blackham and

**UNANIMOUSLY RESOLVED** to approve the publicity material.

## 11 Invoices and Quotes

Teresa Strange gave details of invoices and confirmed that the amounts were within the budgets agreed by council.

£300 excluding VAT for accessibility work to the final Referendum version of the Plan, by McLellan Design. It was noted that there was still an outstanding invoice to follow from Place Studio, as previously agreed.

It was proposed by Mark Blackham, seconded by Chris Holden and

**UNANIMOUSLY RESOLVED** to note and approve.

## 12 Next Steps and Closure of Steering Group

There was discussion on review of the plan and the effect of the Local Plan when adopted and Central Government planning policy. There was discussion on whether the Steering Group was required for the purpose of review.

It was suggested by David Pafford, and agreed by members, that the Steering Group had been formed to bring forward a Joint Melksham Neighbourhood Plan. Once the plan is through referendum that duty has been discharged. Any further action would require the qualifying bodies to form a new group.

David Pafford thanked everyone involved in producing the Joint Melksham Neighbourhood Plan.

Vaughan commented that it was one of longest and most testing plans he had been involved with but he had enjoyed working with the group. It was agreed that Vaughan would address Melksham Town Council about the plan.

Thanks were expressed to David Pafford for leading the Steering Group.

Thanks were expressed to Vaughan and Katie.

The meeting closed at 19:37

signed.....Chair of the Steering Group