



**Date: Wednesday 29 February 2024**

**Start: 6.30pm**

**Present:**

**Steering Group Members Present**

Councillor David Pafford Chair (MWPC)  
Councillor John Glover (MWPC)  
Councillor Alan Baines (MWPC)  
Councillor Graham Ellis (MTC)  
Councillor Pat Aves (MTC)  
John Hamley (MTUG)  
Shirley McCarthy (Environment)  
Mark Blackham (Bowerhill Residents Action Group)

**Officers**

Teresa Strange (MWPC)  
Lorraine McRandle (MWPC)

**Task Group Members**

Councillor Mark Harris, (MWPC)

**Planning Consultants**

Vaughan Thompson (Place Studio)

<b>MTC</b>	<b>Melksham Town Council</b>
<b>MWPC</b>	<b>Melksham Without Parish Council</b>
<b>WC</b>	<b>Wiltshire Council</b>
<b>MTUG</b>	<b>Melksham Transport User Group</b>

**MINUTES**

**1. Welcome & Housekeeping**

Councillor Pafford welcomed everyone to the meeting, noting those present were aware of the fire evacuation procedures for the building.

It was noted Councillor Alan Baines, was substituting for Councillor John Glover who had to leave the meeting early due to a prior engagement.

**2. To note apologies**

Apologies were received from Councillor Mike Sankey who was attending a Wiltshire Council Planning Committee meeting in Trowbridge but hoped to be at the meeting later if possible.

Apologies were also received from Chris Holden.

### **3. Declarations of Interests**

There were no declarations of interest.

### **4. Public Participation**

There were no members of the public present.

### **5. a) To agree Minutes of Meeting held on 17 January 2024**

**Resolved:** To approve and for the Chair to sign the minutes of the meeting held on 17 January 2024.

### **6. To approve notes, actions and decisions from workshop meeting held on 7 February 2024.**

**Resolved:** To approve the notes of the workshop meeting held on 7 February 2024 and for the Chair to sign.

### **7. Technical Support Packages/Evidence Document Update**

Teresa explained the car park audit had been sent back with a few factual amendments and was seeking clarification on a few points, particularly with regard to Bath Road car park and the number of spaces available as public car parking spaces.

Vaughan explained his colleague Anthony Keogh had taken the information from the newly produced Flood Risk Assessment commissioned by Cushman & Wakefield and had used it to produce a land use concept. This was for the Cooper Tire site allocation and Anthony had produced a diagram and schedule which helped inform how much land and different land uses there were in different flood zones, to inform the viability study.

The viability study is currently being undertaken as part of a technical support package by Richard Bailey, Valuation Consultant, who was analysing the viability of the site allocations at Cooper Tires, the former Library and Whitley Farm. There was still work to be done, but it was hoped to be able to report back on all 3 sites at the next workshop meeting, which would have an update on site allocations and therefore allow the group to be able to make informed decisions regarding site allocations.

### **8. Update on Development Management Policies**

The Clerk explained that following the workshop on 7 February the notes had been updated to include the new proposed policy wording from Katie and Vaughan at Place Studios, to reflect the Steering Group's comments made.

Vaughan explained they had looked at several of the lengthy landowner responses which had been received during the Regulation 14 formal consultation however, not all the comments were on the spreadsheet yet. Therefore, what was for review, was the development management policies which had taken on board both Wiltshire Council's and community comments and the comments from the workshop meeting, to produce a near final draft of development management policies, excluding policy 7 (site allocations). It also included a suggested revision to the Green Wedges Policy which had not been debated at the workshop.

Meetings were currently being arranged with interested parties on Local Green Space designations and site allocations, to move forward with confidence that the promoters of the sites will not object to any revisions which it was felt were needed to be made going forward.

Vaughan explained that as there were still responses to be reviewed, proposed changes to policies could change, but was happy at this stage to go through the proposed changes, as well as receive comments after the meeting to feed into the final revision.

Members reviewed the proposed policy changes for submission, made a few amendments and raised a few queries (with these being recorded on a separate document).

Councillor Glover left the meeting at 7.55pm.

## **8. Finance**

Teresa explained that following her request, Place had submitted an invoice of £2,475.00 + VAT (£495) (Invoice No: 6094) for approval at tonight's meeting.

There was still an exercise to be undertaken to ascertain where the Steering Group were against the quote approved to undertake post-Regulation 14 work and on to submission to Wiltshire Council and Examination. At the time of the quote, it was noted that it did not include any additional time/cost to reflect any changes due to the publication of the draft Local Plan and possible changes to the NPPF, both of which had now occurred and had required additional work to take place. Whilst that exercise still needed to be done, in the meantime an invoice had been submitted to reflect the actual hours both Katie and Vaughan had undertaken since the last meeting. Teresa highlighted that the Steering Group were probably getting close to having reached the maximum budget approved; and additional funding would need to be agreed by both the parish and town council.

**Resolved:** To approve payment of Place's invoice of £2,475.00 + VAT and to acknowledge more funding may be required from both Councils, in order to get the plan through to Referendum.

## **9. To agree date and venue of Next Workshop & Meeting of Steering Group**

The next workshop meeting was due to be held on Tuesday 5 March, however, both Councillors Pafford and Ellis tendered their apologies, therefore, it was:

**Resolved:** To hold the next workshop meeting on Thursday, 21 March at 6pm, with the next Steering Group meeting taking place on Wednesday, 3 April at 6.30pm.

Meeting finished at 20:45

Signed.....