



Melksham Neighbourhood Plan

Steering Group Meeting
Crown Chambers, 1st Floor, 7 Market
Place, Melksham, Wiltshire SN12 6ES

Date: Wednesday 30th May 2018

Start: 6pm

AGENDA

1. Welcome & apologies

2. Declaration of Interests

3. Terms of Reference

For Information: [Link to latest version of Terms of Reference](#)

3.1 To appoint Chair and Vice Chair (ToR para. 10.5)

3.2 To note and welcome new representatives (ToR para. 7.1)

3.3 To consider meeting more frequently on a formal steering group basis and to consider giving delegated powers to working groups to report directly [to] consultants (request from Cllr. T. Watts) [Link to email from Cllr Watts](#) (ToR para. 10.3)

3.4 To consider concerns raised by Melksham Town Council regarding level of expenditure for admin support (ToR para. 7.5)

4. Public Participation

5. Minutes of the last meeting

5.1 [Agree minutes of meeting held 25th April 2018](#)

5.2 Matters Arising

6. Finance Report

6.1 To consider the April 2018 invoice from MCAP
Link: [April 2018 MCAP invoice](#) sum £108.75

6.2 To note current budget – amount of spend to date

6.3 To receive update on Locality grant application

7. Housing Needs & Site Assessment

7.1 To note example Housing Needs Assessment (Marlborough) [Link to file](#)

7.2 To consider Housing Needs requirement information from David Way, Senior Planning Officer

[Link to email re. housing requirements](#)

[Link to email re. dwelling permissions](#)

[Link to attachment 1 from email re. dwelling permissions](#)

[Link to attachment 2 from email re. dwelling permissions](#)

[Link to attachment 3 from email re. dwelling permissions](#)

7.3 To note Briefing Note on Wiltshire Housing Site Allocations Plan including “schedule of proposed changes” [Link to briefing note](#) [Link to Schedule of Changes file](#)

7.4 To receive update on Technical Support grant application (assistance by AECOM not funding) for site assessment and SEA (Strategic Environment Assessment) and consider request for Housing Needs Assessment by AECOM

8. To review and comment on draft policies from Lemon Gazelle

[Click on link to download draft policies document](#)

9. Visual communication

9.1 To consider quotation for website and video production

[Click to download estimate](#)

9.2 To consider how and where to source photographs for Plan (local pictures, featuring people)

10. Knowledge and best practice

10.1 To consider any issues for raising at Neighbourhood Planning event (Weds 6th June at Reading University) and additional attendees [Link to information](#)

10.2 To note “Neighbourhood Plan Road Map – A step by step guide 2018” [Link to Roadmap](#)

10.3 To note “Planning Local” newsletter from Andrea Pellegram consultancy [Link to newsletter](#)

11. Correspondence

11.1 To note press release from Wilts & Berks Canal Trust re Queenfield

[Copy of press release from Queenfield](#)

12. Date of Next Meeting of Steering Group: Weds 27th June 2018 at the Fire Station