



# 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 25<sup>th</sup> 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**