



# Melksham Neighbourhood Plan

## Steering Group Meeting

Assembly Hall, Market Place,  
Melksham, Wiltshire, SN12 6ES

**Date:** Thursday 27 May 2021

**Start:** 6.00pm

1. Welcome and Apologies
2. To appoint Chair & Vice Chair for 2021/22
3. Declarations of Interests & Register of Interests
4. Public Participation
5. To approve the minutes of the last Steering Group meeting, 3<sup>rd</sup> March 21
6. To note the approved Terms of Reference
7. To note the latest Decision on the Plan and associated documents
  - a) Examiner's Report
  - b) Wiltshire Council decision notice (proceed to Referendum 1<sup>st</sup> July)
  - c) Referendum version of Plan
8. To note statutory guidance on how to promote a Referendum
9. To review and approve promotional material and associated costs
  - a) Full page article in Melksham News Thurs 24<sup>th</sup> June
  - b) Leaflet for delivery with Melksham News
10. To note Seend Plan to be adopted (as per Referendum 6<sup>th</sup> May)
11. To note Locality "best practice" Community Engagement Toolkit quoting the Melksham Plan
12. To receive update on Local Plan Review and timescales and how it fits with the Melksham NHP
13. Review Process:
  - a) To note process and decide on timescale
  - b) To note topics to be covered
14. To agree way forward for recruitment and appointment of members of Steering Group for review process
15. To note invoices approved and paid under delegated powers
16. To agree details of next Meeting of Steering Group (date, venue, in public/remote)