



Date: Wednesday 6th September 2023

Start: 6.30pm

At: Melksham Without Parish Council, First Floor,
Melksham Community Campus, Market Place,
Melksham, SN12 6ES

Remote access via Zoom also available

To Join Zoom Meeting:

Meeting ID: 279 181 5985

Passcode: 070920

Click link below:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRlVWVU54UW1YWWE4NkNrZz09>

Melksham Neighbourhood Plan Steering Group AGENDA

1. **Welcome & Housekeeping**
2. **To note apologies**
3. **Declarations of Interests**
4. **Public Participation**

5. To approve agenda item **8** to be held in closed session due to confidentiality (still draft plans/thoughts)

6. a) To agree **Minutes of Meeting** held on 26th July
b) To agree Confidential Notes to accompany Minutes of 26th July

7. **Wider Contextual Policy updates:** To note current variables influencing the current programme
 - a) **Public consultation on draft Local Plan:**
Consultation 27 September - 22 November. With drop-in session at Melksham Campus on Weds 4 October 3-7pm and online event on Tuesday 10 October 6.30-8pm (registration required).
<https://www.wiltshire.gov.uk/planning-policy-local-plan-review>

 - b) Pending changes to the NPPF (National Planning Policy Framework)

8. **Site Allocations:**
To receive update on recent work/meetings undertaken to finalise site allocation details, consider the outcomes and approve final allocations and policy wording.

Melksham Neighbourhood Plan Steering Group

**Contact for more
information:**

Melksham Town Council

01225 704187

linda.roberts@melksham-tc.gov.uk

Melksham Without Parish Council

01225 705700

clerk@melkshamwithout-pc.gov.uk

9. To approve final shortlists for policy inclusion:
 - a) **Local Green Space designations**
 - b) **Non designated Heritage Assets**

10. **Plan Drafting:**
 - a) To confirm that final draft version of reviewed Joint Melksham Neighbourhood Plan (NHP#2) now in place (subject to typesetting, accessibility, map updates)
 - b) To note successful Locality Technical Support application for “Health Check” by Planning Inspector

11. **Evidence documents:**
 - a) To approve publication of final versions of evidence documents (subject to small factual corrections):
 - i) AECOM’s Site Assessment
 - ii) AECOM’s Town Centre Master Plan
 - iii) AECOM’s Design Guide
 - b) To note progress on AECOM’s Strategic Environmental Assessment (SEA)
 - c) To note progress on HRA Habitat Regulations Assessment scoping by Wiltshire Council
 - d) To approve Consultation Statement for publication (pre Reg 14 version)

12. **Programme:**
 - a) To note current progress against Programme and agree timescale for Regulation 14 consultation (pending authorisation of the draft plan by the Qualifying Bodies, Melksham Town Council and Melksham Without Parish Council in September) and the finalisation of the SEA by AECOM
 - b) To note internal briefing for Town and Parish Councillors on 18th September, and invitation for Steering Group members to attend

13. **Promotion of Regulation 14 consultation:**
 - a) To agree “message/principles” of new draft Plan for promotional materials
 - b) To agree how to promote consultation
 - i) Launch events in Melksham and Shaw/Whitley
 - ii) Melksham News adverts
 - iii) Leaflet via Melksham News delivery mechanism

14. **Finance:**
 - a) To note award of Locality grant application of £560 (maximum eligible)
 - b) To approve invoices received and note current financial position to date this financial year

15. To agree date and venue of **Next Meeting of Steering Group**