

Melksham Neighbourhood Plan

Steering Group Meeting

Melksham Without Parish Council meeting venue

1 Swift Way, off Westinghouse Way,
Bowerhill Industrial Estate, Melksham,
SN12 6GX



Date: Wednesday 26 February 2020

Start: 6.00pm

1. Welcome and Apologies
2. Declarations of Interests
3. Public Participation
4. Minutes of the Last Meeting
 - a) Agree Minutes of Meeting held on 29 January 2019
 - b) Matters Arising:

5. Finance Report

- a) To note latest financial report
- b) To approve invoices as required
- c) Locality grant funding approved

6. To consider holding items **in Closed Session due to confidential nature**

Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items business (Item 7f & g) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

7. Draft Plan

- a) Update on plan drafting actions.
 - i) CIL Policy – approved by Parish and Town Council?
- b) To review and agree Regulation 14 start date.
- c) How to advertise Regulation 14 consultation?

- i) Launch event for influencers and stakeholders.
 - ii) Drop-in Sessions for residents
 - iii) Locations for hard copy versions
 - iv) Social Media/website including launch of 'Talking Heads' video
 - v) Banners/Posters
 - vi) Press – Melksham News two page spread and public notice space booked for 12 March
-
- d) Does the Plan document (and website) meet the Accessibility requirements?
 - e) To note/comment on Seend Neighbourhood Plan which has gone to Regulation 14 as a neighbouring plan.
 - f) Update on SEA & HRA and next steps
 - g) Update on Statement of Common Ground
-
- 8. Neighbourhood Plan Training
 - a) Update from officers.
-
- 9. Date of Next Meeting of Steering Group?