



**Date: Wednesday 27<sup>th</sup> 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 **7** to be held in closed session due to confidentiality (still draft plans/thoughts)
6. a) To agree **Minutes of Meeting** held on 6<sup>th</sup> September  
b) To agree Confidential Notes to accompany Minutes of 6<sup>th</sup> September
7. **Site Allocations:**
  - a) To receive feedback from Wiltshire Council on draft Local Plan allocation numbers for the Melksham NHP
  - b) To approve Site Allocations policy wording
  - b) To note Technical Support application made for Site Viability Assessments
9. **Plan Drafting:**

To confirm that final draft version of reviewed Joint Melksham Neighbourhood Plan (NHP#2) now in place (subject to typesetting, accessibility, map updates)

### **Melksham Neighbourhood Plan Steering Group**

**Contact for more  
information:**

Melksham Town Council

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Melksham Without Parish Council

01225 705700

[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)

**10. 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)
- e) To receive feedback from inception meeting with plan "Health Check" consultants and way forward with the Basic Conditions Statement (not required until Reg 16 – submission to Wiltshire Council)
- f) To receive feedback from inception meeting with plan "Car Park Audit/Review" consultants and seek volunteers to assist with audit (October)

**11. 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 October) and the finalisation of the SEA by AECOM
- b) To receive feedback following internal briefing for Town, Parish & Wiltshire Councillors on 18<sup>th</sup> September

**12. 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 (to update Mini Guide and reissue?)

**13. Finance:**

To approve invoices received and note current financial position to date for this financial year

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