



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, 30 October 2019

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 25 September 2019
 - b) Matters Arising
5. Finance Report
 - a) To note latest financial report.
 - b) To note payment of Place Invoice for £3,496.80 (£4,184.40 Incl VAT) – agreed at September meeting to pay invoice on receipt up to £3,500.
6. Place Studios (Katie and Vaughan)
 - a) Draft Plan for discussion
 - b) Feedback from Topic Group on evidence gathered.
 - **Landscape & Key Views:** Richard Wood/Phil Alford
 - **Green Infrastructure:** Richard Wood/Adrienne Westbrook
 - **Character & Design:** Tony Watts, Shirley McCarthy
 - **Facilities/Sites:** Adrienne Westbrook, John Glover
7. Review content for the Melksham News/Area Board presentation and agree dates and agree who will be presenting at the Area Board.
8. Website update.
9. Date of Next Meeting of Steering Group: 27 November (unless one is required earlier) at 1 Swift Way off Westinghouse Way.