



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, 31st July 2019

Start: 6.00pm

1. Welcome and Apologies
2. Declarations of Interests
3. Public Participation
4. To note resignation of MCAP Chairman Colin Goodhind and consider **appointing replacement community representative**
5. **Minutes of the Last Meeting**
 - a) Agree Minutes of Meeting held on Weds 15th May 2019
 - b) Matters Arising
6. To note **delegated decisions and actions taken** since last meeting
 - a) Appointment of Place Consultants
 - b) Neighbourhood Plan Workshop 1 – Weds 26th June
 - c) Neighbourhood Plan Workshop 2 – Weds 10th July
 - d) Health Check and Review document produced by Place Consultants
7. **Finance Report**
 - a) To consider the following invoices from Place Consultants
 - i) Invoice paid (agreed at Workshop 2 by steering group members) (5800)
 - ii) Invoice to be paid (5801)
 - b) To note current budget – amount of spend to date
 - c) To consider grant amendment to existing Locality grant and new quotation from Place Consultants and scope of new grant application to Locality and any spend from joint councils' funding
8. To note minutes of meeting with Wiltshire Council on **Local Plan Review** (12th June) and subsequent correspondence regarding omissions
9. To receive feedback from **Neighbourhood Plan Surgery** (and individual session) held by Wiltshire Council on 16th July and agree future actions
 - a) To consider "what next" in relation to Local Plan Review
 - b) To consider "what next" in relation to town sites

c) To consider whether Site Allocations to be made in Plan to 2026

10. Next stage of work:

- a) To understand roles required for different subject headings
- b) To agree which Steering Group members (or to invite from outside the group) to appoint to the agreed roles and agree timescales and action to be taken

- **Landscape** *Richard Wood, Phil Alford*
- **Green Infrastructure** *Richard Wood, Adrienne Westbrook, (Brian Flynn)*
- **Character & Design** *Tony Watts, Shirley McCarthy, (Alan Baines)*
- **Facilities** *Adrienne Westbrook, John Glover*
- **Strategic (Liaison with Wiltshire Council)** *Tony Watts, John Glover*

11. Date of Next Meeting of Steering Group: *Weds 28th August*