



Date: Wednesday 3rd May 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 16 to be held in closed session due to confidentiality (still draft plans/thoughts)
6. To agree **Minutes of Meeting** held on 22nd February 2023
7. To receive report following the **public consultation** events and survey in Feb/March.

Katie Lea & James Essery from Place Studio:

8. **Local Green Spaces (LGS)**
 - a) To review the consultation feedback on the LGS questions
 - b) To note some outstanding landowner engagement in progress
 - c) To agree shortlist (with potential additions)

Melksham Neighbourhood Plan Steering Group

**Contact for more
information:**

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9. Heritage Assets

- a) To review the consultation feedback on the Heritage Assets questions
- b) To note some outstanding landowner engagement in progress
- c) To agree shortlist (with potential additions)

10. Sustainability/Climate Change:

- a) To note topic paper and draft new policy

11. Landscape Buffer/Green Gap/Green Wedge evidence base

- a) To note AECOM Green Gap and Wedge Study revised (see Appendix A) and now published and actively being used as evidence base for planning applications
- b) To note meeting held with Semington Parish Council/NHP steering group for collaborative working and approach made to Seend Parish Council

Vaughan Thompson from Place Studio:

12. Town Centre Master Plan (TCMP)

- a) To review the consultation feedback in relation to the TCMP
- b) To agree changes to the emphasis/sections of the TCMP as a result of the consultation feedback
- c) To agree next steps (suggestion of revised maps and schedules against main topics and an Action Plan)
- d) To agree how/when to feedback to stakeholders and the wider community
- e) To agree further engagement with Wiltshire Council representatives from different policy areas (planning, economic regeneration etc)
- f) To note lack of progress with Car Park audit and agree next steps

13. Design Code/Guide

- a) To review the consultation feedback in relation to the Design Guide
- b) To note draft Design Guide still to be finalised with some outstanding items to confirm/complete
- c) To consider request from Melksham Without Parish Council for their revised list of requests for new developments to be included in the Design Guide
- d) To note new Wiltshire Council guide to Design Codes for Neighbourhood Plans
- e) To note plans for a Wiltshire County county wide Design Code to follow later in the year

14. Plan Drafting:

To note the following documents and to agree next steps for seeking approval at next Steering Group meeting (review through working groups with feedback for next meeting?)

- a) Revised objectives
- b) Revised policies
- c) Revised priority statements

15. Programme Update

- a) To review current variables that could influence the current programme:
 - i) End of current NPPF Paragraph 14 protection in July
 - ii) Levels of current speculative development applications
 - iii) Potential changes to the NPPF (National Planning Policy Framework) due in the Spring
 - iv) Local Plan Review regulation 19 consultation due in Qtr 3

- b) To note current progress against Programme and agree timescale for Regulation 14 consultation
- c) To agree date and venue of **Next Meeting of Steering Group**
Suggested date Weds 7th June

In Closed Session

16. Site Selection

- a) To note update following SEA (Strategic Environment Assessment) meeting with AECOM re: reasonable alternatives
- b) To receive update on current sites/housing task group work and meeting with Officers/Place with AECOM Tues 2nd May
- c) To agree next steps

In Public Domain

17. Finance:

- a) To approve future spend, quotation for additional work by Place/AECOM if appropriate, latest invoices and note current financial report (to year end 31/3/23).
- b) To note no visibility of future Locality funding or Technical Support for 2023/24

- 18. To approve the revised **Terms of Reference** as approved by both qualifying bodies
- 19. To note resignation of Colin Harrison, Business representative, from Steering Group and agree next steps
- 20. To note comments submitted to the Government's current **NPPF (National Planning Policy Framework) consultation** by Steering Group & Wiltshire Council