



Melksham Neighbourhood Plan

Steering Group Meeting
Melksham Fire Station,
Semington Road,
Melksham, SN12 6DD

Date: **Wednesday 25th July 2018**
Start: **6pm**

AGENDA

1. **Welcome & apologies**
2. **Declaration of Interests**
3. **Public Participation**
4. **Minutes of the last meeting**
 - 4.1 Agree minutes of meeting held 27th June 2018

[Link to copy of draft minutes](#)
 - 4.2 Matters Arising
5. **Finance Report**
 - 5.1 To consider the June 2018 invoice from MCAP
Link: [June 2018 MCAP invoice sum £204.75](#)

[Includes: WIX invoice for website domain renewal £74.25](#)
Link: [copy of Wix invoice](#)
 - 5.2 To note current budget – amount of spend to date
6. To consider and agree the proposed questions for the Housing Needs Assessment to be undertaken by AECOM, and note scope and timescales.

[Link: Housing Needs Assessment Research Questions_Melksham.docx](#)
7. To note update on site assessments by AECOM and timescale.
8. Policy review:

- 8.1 To note feedback received from Lemon Gazelle following query
Link: [Queries on policies to date EMAIL1.pdf](#)
- 8.2 To review information against policies provided by Environment lead (deferred from June mtg)
Link: [SHIRLEY MCCARTHY VERSION MNPlanpolicies190618.docx](#)
- 8.3 To look again at policy document provided by Lemon Gazelle (deferred from June mtg)
Link: [Draft NP Policy Document from Lemon Gazelle \(May 2018\)- additions from LMcR and JE following mtg 30.05.18.docx](#)
9. To note minutes of Website Working Party meetings 3rd July & 18th July (*to follow*)
Link: [3rd July meeting notes](#)
10. To note Wiltshire Council Briefing Note 359: Employment Land Review

Link: [Briefing Note 359 - ELR Members Briefing.pdf](#)
11. To note Locality Neighbourhood Plan Newsletter (no. 2)

Link: [FW Neighbourhood Planning newsletter Issue 2 EMAIL2.pdf](#)
12. To consider future actions regarding administrator role
13. To consider next meeting date