



## 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, 1 May 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 27<sup>th</sup> March 2019
  - b) Matters Arising
5. Finance Report
  - a) To note current budget – amount of spend to date
  - b) Grant Funding update. Link to grant funding criteria for information:  
<https://neighbourhoodplanning.org/about/grant-funding/>
6. Website Update.
7. Draft Policy Document
  - a) Guide to policy writing (for information):  
[file:///C:/Users/Clerk/Downloads/Writing-planning-\\_policies-toolkit-HK-071218-0907-COMPLETED-JS-complete-.pdf](file:///C:/Users/Clerk/Downloads/Writing-planning-_policies-toolkit-HK-071218-0907-COMPLETED-JS-complete-.pdf)
  - b) To consider supportive text for Town Centre Section.
  - c) To consider next steps following feedback from Lemon Gazelle on supporting text
8. Date of Next Meeting of Steering Group: Weds 29 May at 1 Swift Way off Westinghouse Way.