



Melksham Neighbourhood Plan

Steering Group Meeting

Melksham Fire Station,
Semington Road,
Melksham, SN12 6DD

Date: Wednesday, 30th January 2019
Start: 6.00pm

Issued by: Teresa Strange 01225 705700
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- 1. Welcome and Apologies**
- 2. Declarations of Interests**
- 3. Public Participation**
- 4. Minutes of the Last Meeting:**
 - a) Agree Minutes of Meeting held on 27th November 2018
 - b) Matters Arising (not covered by the Agenda)
- 5. Finance Report:**
 - a) To consider invoices from Lemon Gazelle
 - b) To note current budget – amount of spend to date
 - c) To note current funding from Locality and options for 1st April onwards
- 6. Housing Needs Assessment:**

To note Housing Needs Assessment now received from AECOM and consider future action
- 7. Housing Site Allocation:** To receive update regarding site allocation
- 8. Draft Policy Document:**
 - a) To note Andrea Pellegram advice notes:
 - i) Neighbourhood Plan Evidence Toolkit
 - ii) Preparing Neighbourhood Plan Policies (to account for changes in NPPF)
 - b) To note evidence provided as requested by Lemon Gazelle and any outstanding information required.
 - c) To note new planning policies suggested by Melksham Without Parish Council
 - i) regarding the planting of native trees to avoid the spread of Oak Processionary Moth
 - ii) National Cycle Network Design Principles
 - d) To consider new section for Plan detailing “Next Steps” and “Review triggers”
 - e) To agree to submit draft Plan to Wiltshire Council for SEA (Strategic Environmental Assessment) & HRA (Habitats Regulations Assessment) screening
- 9. Local Plan Review 2026-2036:** To note update from meeting of Melksham Town Council and Melksham Without Parish Council on 12th December
- 10. Website:**
 - a) To view 2 x outstanding videos
 - b) To receive from Colin Harrison on website upgrade
- 11. Date & Venue of Next Meeting of Steering Group**