

CHIPPENHAM TOWN COUNCIL

Notes of a meeting of the Neighbourhood Plan Working Party held at the Town Hall, High Street, Chippenham on Monday 16 July 2018 at 2pm.

COUNCILLORS Michael Merry Nick Murry (Chairman) Mary Norton
Michelle Pearce Nina Phillips John Scragg
Sandie Webb

OFFICERS Adrian Jones (Deputy Chief Executive)
Andy Conroy (Planning Officer)
Daryl Jones (Corporate Support Manager)
Lynsey Nichols (Marketing & Communications Officer)

OTHER Dr Andrea Pellegram (NP Consultant)

8. APOLOGIES FOR ABSENCE

Apologies of absence were received from Councillor Ruck.

9. DECLARATIONS OF INTEREST

No declarations of interest were received.

10. NOTES OF MEETING HELD 2 JULY 2018

The notes of the meeting held on Monday 2 July 2018 were approved as a correct record and duly signed by the Chairman.

11. ACTIONS ARISING FROM PREVIOUS MEETING

a) Draft Documents

Dr Andrea Pellegram, NP Consultant presented the following documents and in agreement with Councillor suggestions made some adjustments to the paperwork. It was formally agreed to use the revised documentation, which will be issued in due course:-

- (i) Publicity Flyer for Neighbourhood Plan
- (ii) Scope of Steering Group Membership
- (iii) Agenda for 'Soft Launch' Event
- (iv) Invitation Letter for 'Soft Launch' Event
- (v) Application Form for Steering Group Membership
- (vi) Assessment Criteria used to select Steering Group Candidates

In reference to (ii) above it was noted that an additional bullet point be included under the heading 'Responsibilities' whereby each Steering Group Councillor

should abide by the Town Council Code of Conduct or similar – Planning Officer to check the appropriate policy.

In reference to (v) above it was noted that a suitable GDPR Privacy Notice should be incorporated. The Corporate Support Manager to forward such to the Planning Officer to incorporate on the application form. It was noted that the Application Form should be in both paper and electronic versions, with an appropriate return address. In addition, it was agreed that the Planning Officer simplify the topic list to make it more user friendly/dynamic.

In addition to the draft documents noted above it was agreed:

- That the Planning Officer circulate the draft NP logo and draft design direction of the NP website to the NP Working Party members.
- That the Planning Officer be the main point of contact for the Neighbourhood Plan herein.

b) List of Potential Steering Group Members to be invited to the September Event

Some minor amendments were made to the list and it was agreed to leave the final list of people to be invited to the September event to the Chairman and the Planning Officer to draft and circulate to NP Working Party Councillors. Councillors should forward details of any further suggested invitees to the Planning Officer. The Planning Officer to liaise with Vicky Welsh to establish if any further invitees could be added to the list.

c) Date, time and venue for the September event

It was agreed that the event would take place in the Town Hall between 6.00pm and 7.30pm on Tuesday 4th September.

d) Steering Group Candidate Selection

It was agreed that the Chairman and Deputy Chairman of the NP Working Party, along with the Leader of the Council and the Planning Officer, be the Selection Panel for the non-Councillor Steering Group membership (membership of Councillor representation on the Neighbourhood Plan Steering Group will need to be resolved at the next Full Council meeting).

It was agreed that the Selection Panel should ideally aim to find 12 members of the Steering Group, comprising of 6 Town Councillors, plus a Town Councillor as Chairman, and 6 non-Councillors.

It was agreed that the Neighbourhood Plan should be a regular item on future agendas of Full Council, with a report to update on progress where applicable. It was agreed that the Planning Officer include the Neighbourhood Plan timeline in the first report.

12. DATE OF NEXT MEETING

The date of the next meeting will be 2pm on Monday 1st October 2018.

Meeting closed 3.30pm

Draft