

## CHIPPENHAM TOWN COUNCIL

Notes of a meeting of the Neighbourhood Plan Working Party held at the Town Hall, High Street, Chippenham on Monday 1 October 2018 at 2pm.

**COUNCILLORS** Chris Ruck  
Michael Merry  
Nick Murry (Chairman)  
Mary Norton  
Sandie Webb

**OFFICERS** Adrian Jones (Deputy Chief Executive)  
Andy Conroy (Planning Officer)  
Heather Rae (Democratic and Civic Officer)

**OTHER** Dr Andrea Pellegram (NP Consultant)

### **13. APOLOGIES FOR ABSENCE**

Apologies of absence were received from Councillor Nina Phillips and Councillor John Scragg.

### **14. DECLARATIONS OF INTEREST**

No declarations of interest were received.

### **15. NOTES OF MEETING HELD 16 JULY 2018**

The notes of the meeting held on Monday 16 July 2018 were approved as a correct record and duly signed by the Chairman.

### **16. BRIEFING ON SOFT LAUNCH EVENT**

The Chairman noted that the Soft Launch Event was successful with a good number of attendees. This was supported by the NP Consultant who praised the Neighbourhood Plan website. The Planning Officer reported that ten candidates for the Neighbourhood Plan Steering Group came forward. The Chairman acknowledged there was some media coverage of the Soft Launch Event.

### **17. AGREEMENT OF NON-COUNCILLOR MEMBERSHIP OF STEERING GROUP**

- a) The Selection Panel reported back to the NPWP that all ten candidates were attributed a score to help inform the decision of the Selection Panel. Five names were put forward to the Neighbourhood Plan Working Party for agreement to sit on the Steering Group. The Chairman noted that there were two further individuals in contention to be the final candidate for the

Steering Group and that the Selection Panel had agreed that they both be brought in for interviews/chats in order to help decide on selection.

After a discussion it was agreed that the five names proposed by the Panel be accepted. The two other candidates be considered separately by the Panel at a confidential meeting to choose one person. These people form the non-Councillor element of the Steering Group. Should the panel decide not to accept either candidate, there would be an option to select another candidate.

- b) The NP Consultant advised that the Terms of Reference would be agreed in the first meeting of the Steering Group.
- c) The Planning Officer summarised that an email will be sent to NPWP Councillors after interviews/chats to ask for agreement on the final candidate. All were in agreement.

**18. DATE OF NEXT MEETING (ONLY IF REQUIRED)**

It was agreed that no meeting will be required in the near future for the NPWP as the Neighbourhood Plan Steering Group will take over.

Meeting closed 2.40pm