



Minutes of a meeting of the Neighbourhood Plan Steering Group held at the Town Hall, High Street, Chippenham on Tuesday 4 June 2019 at 6pm

Steering Group Members Present:

Cllr Jenny Budgell (JB) (Sub)	Barry Grimes (BG)
Cllr Clare Cape (CC) (part)	Ross Henning (RH)
Cllr Nick Murry (NM - Chairman)	Jack Konynenburg (JK)
Cllr John Scragg (JS)	Steve Perry (SP)
	Sophie Thomas (ST)

Officers Present:

Andrea Pellegram, Neighbourhood Planning Consultant (AP)
Andy Conroy, Planning Officer (AC)
Adrian Jones, Deputy Chief Executive (AJ)
Lynsey Nichols, Marketing & Communications Officer (LN) (part)
Ann Chard, Administrative Services Officer - Planning (Note Taker)

Also Present: Alan Richell, Growth & Investment Director, Wiltshire Council (part)

1.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies were received from Councillors Sandie Webb (who was substituted by Councillor Jenny Budgell), David Powell, Chris Ruck and Liz Field.</p>
2.	<p><u>DECLARATION OF INTEREST</u></p> <p>No declaration of interest was received.</p>
3.	<p><u>MINUTES</u></p> <p>The draft Minutes of the meeting held on Tuesday 7 May 2019 were approved as a correct record.</p>
4.	<p><u>CHAIRMAN'S ANNOUNCEMENTS</u></p> <p>There were no announcements.</p>
5.	<p><u>CONFIDENTIAL BRIEFING</u></p> <p>The Steering Group received a confidential briefing from Alan Richell.</p> <p>After this briefing Councillor Clare Cape left the meeting and Lynsey Nichols joined the meeting.</p>

6.	<p><u>VISION OBJECTIVES</u></p> <p>The draft Vision Objectives were agreed. NM and AP reminded the Group that this was a living document which would evolve over time.</p>
7.	<p><u>COMMUNICATION STRATEGY FOR VISION ENGAGEMENT</u></p> <p>The SG discussed the Communication Strategy for Vision Engagement. It was noted that the Talk Chippenham Newsletter was not due for circulation until September. A special supplement to the Newsletter could be considered like the one being issued on devolution but this would be expensive. AP advised against a big announcement but said the public needed to be kept informed. It was agreed that the same message needed to be delivered to all areas of the Town. AC would write a message to be agreed by email, for use via press releases, the website, social media, stakeholders on the list and an article for Talk Chippenham in September. LN noted that the Neighbourhood Plan was a community initiative, funded by CTC and its branding was slightly different from CTC branding.</p> <p>SG members discussed implications of the confidential briefing received under minute 5 and how the proposals could affect the Neighbourhood Plan for Chippenham.</p> <p>Action: AC to write a message to be agreed by email, for use via press releases, the website, social media, stakeholders on the list.</p>
8.	<p><u>TOPIC GROUPS</u></p> <p>SG Members were asked to agree, or suggest amendments to, draft strategy for establishing, selecting and running Topic Groups, as set out in the following Briefing Notes by the Planning Consultant:</p> <ul style="list-style-type: none"> • Topic Groups: setting up Topic Groups <p>It was noted that there were now 7 Topic Groups. It made sense to keep the Topic Groups separate. There were 103 people interested in helping with these Groups plus some from the Soft Launch and other contacts. Evidence gathering would take approx. 3-6 months and each Topic Group would be made up of up to 10 people. Information on how to manage these Topic Groups was included in the Terms of Reference. An email and application form (included as Appendix 1 to the Briefing Note) would be sent to interested parties. This would be followed by a selection process, after which the Topic Groups would start to meet and research topics. To ensure good governance and continuity, SG representatives or ‘shepherds’ would be appointed for each Topic Group. These would be responsible for co-ordinating Topic Groups and reporting back to the SG. AC and LN would send out invitations to join Topic Groups. The shepherds would work alongside the Topic Group chairs, who would not necessarily be members of the SG but selected by the Topic Group members based on their suitability and experience.</p> <ul style="list-style-type: none"> • Topic Groups: policy gap analysis and initial evidence gathering <p>Topic Groups would be set up in September and once formed would need to take the steps outlined on page 2 of this document which would probably take until Christmas to complete. Examples of evidence needed was set out as Appendix 1 to the Briefing Note.</p>

The SG were asked to consider the questions contained on page 3 of the first Briefing Note.
BG suggested that the first meeting in September could be a training session for Topic Group Members.

NM then took the SG through each of the questions raised in the Topics Groups paper.

Question 1: It was agreed that the proposed email/application was sufficient.

Question 2: SG Members were asked which Topic Groups they would prefer to shepherd and this was noted as follows:

1. Sustainability/climate change - BG, NM
2. Housing - SP, ST, RH
3. Community infrastructure - JS, NM
4. Green infrastructure - SP, JK
5. Town Centre - JK, ST, RH, SW (to be confirmed)
6. Transport - JS
7. Economy - BG

AC would contact those absent and prepare a shortlist.

Question 3: Where the Topic Groups would meet was considered and it was agreed that this could be decided by Topic Group Chairs in September.

Question 4: Frequency of Topic Group meetings was discussed. It was suggested that at least once a month would be appropriate but that this could be honed at the training session.

Question 5: SG Members were asked to feed back any comments on whether the Terms of Reference needed updating.

Question 6: SG Members were asked if AP should train each Topic Group and it was agreed that training would be done at a single meeting in September.

It was proposed that, due to unavailability of SG Members, a SG meeting should not take place in August. A vote was taken and with 6 votes in favour and 2 against it was agreed that the August meeting be cancelled.

It was agreed that ST, AP, AC and NM would select Topic Group membership once all application forms had been returned (2 week application period).

NM thanked AP for providing the Topic Group papers and associated documents.

Actions:

- AC and LN to send out invitations to join Topic Groups.
- AC to contact SG Members absent from the meeting and prepare a shortlist of Shepherds for each Topic Group.
- ST, AP, AC and NM meet to select Topic Group membership once all application forms have been returned.
- Members feed back any comments on whether the Terms of Reference needs updating.

9.	<p><u>ITEMS FOR NEXT MEETING</u></p> <ul style="list-style-type: none"> • Agree Topic Group membership and other details for invitations to join and first meeting. • Agree mechanism for feeding back from the Topic Groups to the Steering Group • Adjust TOR if necessary. • Adjust project timetable if necessary.
10.	<p><u>DATE/TIME OF NEXT MEETING</u></p> <p>2 July 2019, 6pm, Chippenham Town Hall</p>
	<p>The meeting finished at 8.05pm</p>