



29 August 2019

To Steering Group Members:

Cllr Clare Cape	Liz Field
Cllr Nick Murry (Chairman)	Barry Grimes
Cllr Chris Ruck	Ross Henning
Cllr John Scragg	Jack Konynenburg
Cllr Sandie Webb	Steve Perry
Cllr David Powell	Sophie Thomas

Meeting of the Neighbourhood Plan Steering Group

Dear Steering Group Member,

You are invited to attend a meeting of the **Neighbourhood Plan Steering Group** which will be held in the **Town Hall**, High Street, Chippenham on **3 September 2019** commencing at **6pm**.

Yours faithfully,

Andy Conroy
Planning Officer

Agenda

Neighbourhood Plan Steering Group Meeting - 3 September 2019, 6pm, Town Hall

1.	<u>APOLOGIES FOR ABSENCE</u>
2.	<u>DECLARATION OF INTEREST</u> All Members of the Steering Group are reminded to declare any pecuniary or non-pecuniary interests they may have, in accordance with the Town Council's latest approved Code of Conduct.
3.	<u>MINUTES</u> To approve as a correct record and to sign the draft minutes of the meeting held on Tuesday 2 July 2019 (copy attached).
4.	<u>CHAIRMAN'S ANNOUNCEMENTS</u>
5.	<u>AGENDA FOR INDUCTION EVENT</u> To agree, or suggest amendments to, an agenda for the Topic Group Induction Event (copy attached)
6.	<u>AGENDA FOR TOPIC GROUP FIRST MEETINGS</u> To agree, or suggest amendments to, an agenda which could be used at Topic Group First Meetings (copy attached)
7.	<u>TOPIC GROUP EVIDENCE PROFORMA</u> To agree, or suggest amendments to, the Topic Group Evidence Proforma (copy attached)
8.	<u>TOPIC GROUP MEMBER HANDBOOK</u> To agree, or suggest amendments to, the Topic Group Member Handbook (copy attached)
9.	<u>FILE STORAGE</u> To agree with the recommended option, or to agree an alternative option, as set out in report outlining options for file storage (copy attached)
10.	<u>UPDATED TERMS OF REFERENCE</u> To agree, or suggest amendments to, the updated Terms of Reference which picks up comments made by SG at last meeting (copy attached)

11.	<u>ITEMS FOR NEXT MEETING</u> <ul style="list-style-type: none">• Feedback on TG Induction Event• TG First Meetings• Evidence Gathering
12.	<u>DATE/TIME OF NEXT MEETING</u> 1 October 2019, 6pm, Chippenham Town Hall