



26 September 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	

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 **1 October 2019** commencing at **6pm**.

Yours faithfully,

Andy Conroy  
Planning Officer

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# Agenda

Neighbourhood Plan Steering Group Meeting - 1 October 2019, 6pm, Town Hall

1.	<b><u>APOLOGIES FOR ABSENCE</u></b>
2.	<b><u>DECLARATION OF INTEREST</u></b>  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.	<b><u>MINUTES</u></b>  To approve as a correct record and to sign the draft minutes of the meeting held on Tuesday 3 September 2019 (copy attached).
4.	<b><u>CHAIRMAN'S ANNOUNCEMENTS</u></b>
5.	<b><u>FEEDBACK FROM INDUCTION EVENT</u></b>  Members to provide feedback on how they felt the Induction Event went as a whole. What were the positives, what could be improved for next time?
6.	<b><u>TOPIC GROUP REPORT BACK</u></b>  Topic Group Chairs/substitutes to feedback on discussions with their Group at Induction Event  Topic Group Chairs/AC to confirm dates/venues of First Topic Group Meetings
7.	<b><u>FILE STORAGE/PROJECT MANAGEMENT</u></b>  To agree, or amend, the File Storage & Project Management Protocol (copy attached)
8.	<b><u>APPOINTMENT TO STEERING GROUP</u></b>  To receive, and consider, any application form(s) to join the Steering Group to fill the vacant position  Should there be more than one candidate applying, Members to agree on the process for applying the agreed selection criteria
9.	<b><u>COMMUNICATIONS PROTOCOL</u></b>  To discuss and agree on a strategy of how communications can be regulated within Topic Groups. With so many people now involved there is a need to be clear on who needs to know what and avoid duplication, misunderstanding and inefficiencies

10.	<b><u>ITEMS FOR NEXT MEETING</u></b> <ul style="list-style-type: none"><li>• Report Back from TG First Meetings</li><li>• Feedback from Wiltshire Planners meeting</li><li>• Evidence Gathering</li></ul>
11.	<b><u>DATE/TIME OF NEXT MEETING</u></b> 5 November 2019, 6pm, Chippenham Town Hall