



28 November 2019

To Steering Group Members:

Cllr Clare Cape	Liz Field
Cllr Ruth Lloyd	Barry Grimes
Cllr Nick Murry (Chairman)	Ross Henning
Cllr Chris Ruck	Jack Konynenburg
Cllr John Scragg	Steve Perry
Cllr Sandie Webb	Dunstan Westbury

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 December 2019** commencing at **6pm**.

Yours faithfully,

Andy Conroy
Planning Officer

Agenda

Neighbourhood Plan Steering Group Meeting - 3 December 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 5 November 2019 (copy attached)
4.	<u>CHAIRMAN'S ANNOUNCEMENTS</u>
5.	<u>PRESENTATION FROM WILTSHIRE COUNCIL ECONOMIC DEVELOPMENT</u> Presentation from Chris Hilton, Interim Head of Economic Development at Wiltshire Council, about role of Wiltshire Council Economic Development Team and how they might interact with Neighbourhood Plan. Followed by Q&A
6.	<u>TOPIC GROUP MEMBERSHIP CHANGES</u> To note the updated Topic Group Membership List (copy attached) and to resolve any issues with Topic Group numbers
7.	<u>ACTIONS FROM TOPIC GROUP MEETINGS</u> For each Topic Group in turn: <ul style="list-style-type: none">• TG Chairmen to present updates for their TG as recorded on Policy Topics Management Spreadsheet (AC to provide printed copies of Spreadsheet at meeting)• TG Chairmen to feed-back on any other actions arising from their November Topic Group meeting(s)• TG Chairmen to report back on any data gathering needs for their TG, including any survey questions• SG to agree any major tasks/evidence gathering identified by TG, particularly those with cost implications• SG to provide recommendations on the overall direction and rate of progress of the topic if required• TG Chairmen to confirm time/date/venue for next TG Meeting

8.	<p><u>WILTSHIRE PLANNERS MEETING</u></p> <p>To gather any questions Steering Group Members may have to put to Wiltshire Planners and Laura Gosling (Transport Policy) when NM/AC/AP meet with them on 10 December 2019</p>
9.	<p><u>ITEMS FOR NEXT MEETING</u></p> <ul style="list-style-type: none"> • Presentation from Swindon & Wiltshire Local Enterprise Partnership (SWLEP) and Q&A • Report back on actions from December TG Meetings • Report back on Wiltshire Planners Meeting
10.	<p><u>DATE/TIME OF NEXT MEETING</u></p> <p>7 January 2020, 6pm, Chippenham Town Hall</p>