



3 January 2020

To Steering Group Members:

Cllr Clare Cape	Liz Field
Cllr Ruth Lloyd	Ross Henning
Cllr Nick Murry (Chairman)	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 **7 January 2020** commencing at **6pm**.

Yours faithfully,

Andy Conroy  
Planning Officer

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# Agenda

Neighbourhood Plan Steering Group Meeting - 7 January 2020, 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 December 2019 (copy attached)
4.	<b><u>CHAIRMAN'S ANNOUNCEMENTS</u></b>
5.	<b><u>WILTSHIRE PLANNERS MEETING</u></b> AC to feed-back on Dec meeting with Wiltshire Planners
6.	<b><u>PRESENTATION FROM SWINDON &amp; WILTSHIRE LOCAL ENTERPRISE PARTNERSHIP (SWLEP)</u></b> Presentation from Paddy Bradley, Director at SWLEP, about role of SWLEP and how they might interact with Neighbourhood Plan. Followed by Q&A
7.	<b><u>PRESENTATION FROM TOWN CENTRE TOPIC GROUP</u></b> Presentation from Jack Konynenburg on Bridge Centre/Bath Rd site. Followed by Q&A
8.	<b><u>TOPIC GROUP MEMBERSHIP CHANGES</u></b> To note the updated Topic Group Membership List (copy attached) and to resolve any issues with Topic Group numbers
9.	<b><u>ACTIONS FROM TOPIC GROUP MEETINGS</u></b> For each Topic Group in turn: <ul style="list-style-type: none"><li>• TG Chairmen to present updates for their TG as recorded on Policy Topics Management Spreadsheet (AC to provide printed copies of Spreadsheet at meeting)</li><li>• TG Chairmen to feed-back on any other actions arising from their November Topic Group meeting(s)</li><li>• TG Chairmen to report back on any data gathering needs for their TG, including any survey questions</li></ul>

	<ul style="list-style-type: none"> <li>• SG to agree any major tasks/evidence gathering identified by TG, particularly those with cost implications</li> <li>• SG to provide recommendations on the overall direction and rate of progress of the topic if required</li> <li>• TG Chairmen to confirm time/date/venue for next TG Meeting</li> </ul>
10.	<p><b><u>HOUSING TOPIC GROUP - CONSULTATION EVENTS</u></b></p> <p>AP/RH/SP to update SG Members on dates, content and draft promotional material for February Housing public consultation events (copy attached of draft promotional material wording)</p> <p>SG Members to input into these consultation events by providing any areas where they require evidence/public feedback on an issue that overlaps with their TG</p>
11.	<p><b><u>PUBLIC CONSULTATION SURVEY QUESTIONS</u></b></p> <p>To agree, amend, or add to list of potential public survey questions arising from TG that could be included on a joint public survey (copy attached)</p>
12.	<p><b><u>ITEMS FOR NEXT MEETING</u></b></p> <ul style="list-style-type: none"> <li>• Report back on actions from Jan TG Meetings</li> <li>• Public consultation survey</li> </ul>
13.	<p><b><u>DATE/TIME OF NEXT MEETING</u></b></p> <p>4 February 2020, 6pm, The Meeting Place, Chippenham Town Hall</p>