



27 February 2020

To Steering Group Members:

Cllr Clare Cape	Ross Henning
Cllr Ruth Lloyd	Jack Konynenburg
Cllr Nick Murry (Chairman)	Steve Perry
Cllr John Scragg	Dunstan Westbury
Cllr Sandie Webb	

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 March 2020** commencing at **6pm**.

Yours faithfully,

Andy Conroy
Planning Officer

Agenda

Neighbourhood Plan Steering Group Meeting - 3 March 2020, 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 4 February 2020 (copy attached)
4.	<u>CHAIRMAN'S ANNOUNCEMENTS</u>
5.	<u>HOUSING AND SUSTAINABILITY WORKSHOPS</u> To feed back on Housing Design workshops and Renewable Energy Strategy workshops, and decide how the evidence collected from these events can be used for policy making
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>UPDATED PROJECT TIMELINE</u> To agree an updated Project Timeline for the Neighbourhood Plan (copy attached)
8.	<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• 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

9.	<p><u>PROCESS FOR RECRUITMENT OF PUBLIC MEMBERS TO STEERING GROUP</u></p> <ul style="list-style-type: none"> • To note Process for Recruitment of Public Members to Steering Group to fill two vacant positions (copy attached)
10.	<p><u>ITEMS FOR NEXT MEETING</u></p> <ul style="list-style-type: none"> • Presentation from Andrew Tubb, Cirencester Town Council on Cirencester Market Place improvements • Report back on actions from March TG Meetings • Evidence base and use of GIS
11.	<p><u>DATE/TIME OF NEXT MEETING</u></p> <p>7 April 2020, 6pm, Chippenham Town Hall</p>