



3 November 2020

To Steering Group Members:

Cllr Clare Cape	Ross Henning
Cllr Ruth Lloyd	Jack Konynenburg
Cllr Nick Murry (Chairman)	David Mott
Cllr Mary Norton	Steve Perry
Cllr John Scragg	Dunstan Westbury
Cllr Sandie Webb	Fiona Williams

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 remotely** via Zoom on **3 November 2020** commencing at **6pm**, with a log in time of **5.45pm**.

Yours faithfully,

Andy Conroy  
Planning Officer

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# Agenda

Neighbourhood Plan Steering Group Meeting - 3 November 2020, 6pm, Remote Meeting (via Zoom)

1.	<b><u>ANNUAL APPOINTMENT OF STEERING GROUP CHAIRMAN AND VICE-CHAIRMAN</u></b> To endorse the annual appointment of SG Chairman and SG Vice Chairman as required by the SG Terms of Reference
2.	<b><u>APOLOGIES FOR ABSENCE</u></b>
3.	<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
4.	<b><u>PROTOCOL FOR VIRTUAL MEETINGS OF THE NPSG</u></b> To note, and to apply, the Protocol to this virtual meeting (copy attached)
5.	<b><u>MINUTES</u></b> To approve as a correct record and to sign the draft minutes of the meetings held on 6 October 2020 (copy attached)
6.	<b><u>CHAIRMAN'S ANNOUNCEMENTS</u></b>
7.	<b><u>STEERING GROUP TERMS OF REFERENCE</u></b> To review the Steering Group Terms of Reference, and to update and amend if necessary (copy attached)
8.	<b><u>WALPA UPDATES</u></b> Chairman/Wiltshire Councillors to feed back to Steering Group Members on recent WALPA meeting with Wiltshire Council
9.	<b><u>POLICY PLANNER</u></b> To note the updated Policy Planner
10.	<b><u>NEXT STEPS</u></b> To agree next steps (copy attached) with regard to the original Neighbourhood Plan timeline (copy attached)
11.	<b><u>DRAFT POLICIES REVIEW</u></b> To agree in principle or recommend adjustments to each draft policy: <ul style="list-style-type: none"><li>• 11.1 - Public Realm Improvements to Upper Market Place</li></ul>

	<ul style="list-style-type: none"><li>• 11.2 - Chippenham Conservation Area Character Appraisal</li></ul>
12.	<b><u>ITEMS FOR NEXT MEETING</u></b> <ul style="list-style-type: none"><li>• Mop-up draft policies</li></ul>
13.	<b><u>DATE/TIME OF NEXT MEETING</u></b> 1 December 2020, 6pm, Remote meeting