



29 July 2021

To Steering Group Members:

Cllr Clare Cape	Ross Henning
Cllr Robert Giles	Jack Konynenburg
Cllr Nick Murry (Chair)	David Mott
Cllr Mary Norton	Steve Perry
Cllr John Scragg	Dunstan Westbury
Cllr Matthew Short	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 in the **Town Hall**, High Street, Chippenham on **3 August 2021** commencing at **6pm**.

Yours faithfully,

Andy Conroy  
Planning Officer

---

# Agenda

Neighbourhood Plan Steering Group Meeting - 3 August 2021, 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 6 July 2021 (copy attached)
4.	<b><u>CHAIRMAN'S ANNOUNCEMENTS</u></b>
5.	<b><u>WALPA UPDATE</u></b> Chair/Planning Officer to update Steering Group Members on recent WALPA actions
6.	<b><u>REVISIONS TO DRAFT PLAN</u></b> To agree changes to the Draft Neighbourhood Plan (Version 7) and Annexe 1 - Design Guide (Version 5), which have been revised by the Planning Officer.  Main changes to the Plan include: <ul style="list-style-type: none"><li>• Addition of Table 9.1 - High Priority Improvements Required to Cycle Network in supporting text for Policy T1: Provision and Enhancement of Cycle Paths</li><li>• Reference to e-scooters added to Transport chapter introduction</li><li>• Photos added for River Avon, Monkton Park, EV charging, wind turbines, solar farms</li></ul> Hyperlinks to clean and track changes versions of the document are below:  Main changes to the Design Guide: <ul style="list-style-type: none"><li>• Addition of text for Existing Housing Design in Chippenham</li><li>• Photos added for allotments and cycle infrastructure</li></ul> Hyperlinks to clean and track changes versions of the document are below:
7.	<b><u>OUTSTANDING ITEMS FOR NEIGHBOURHOOD PLAN DOCUMENTS</u></b> To note and action the outstanding items which need to be resolved in order to progress the Neighbourhood Plan documents, as set out in the Outstanding Items for Neighbourhood Plan Documents Report (copy attached)
8.	<b><u>NEIGHBOURHOOD PLAN MONITORING &amp; REVIEW</u></b> To note and discuss the Monitoring and Review of Neighbourhood Plan Report (copy attached)

9.	<p><b><u>REGULATION 14 PUBLIC QUESTIONNAIRE (VERSION 2)</u></b></p> <p>To agree the revised questions and text to be used as set out in the Regulation 14 Questionnaire v.2: Text &amp; Questions report (copy attached)</p>
10.	<p><b><u>TALK CHIPPENHAM ARTICLE</u></b></p> <p>To agree the draft wording for the Autumn Talk Chippenham Neighbourhood Plan article promoting the Regulation 14 consultation (copy attached)</p>
11.	<p><b><u>OUTSTANDING ITEMS FOR REGULATION 14 CONSULTATION</u></b></p> <p>To note the outstanding items which need to be resolved in order to progress to Regulation 14 public consultation, as set out in the Outstanding Items for Regulation 14 Public Consultation Report (copy attached)</p>
12.	<p><b><u>ITEMS FOR NEXT MEETING</u></b></p> <ul style="list-style-type: none"> <li>• Report back on Outstanding Items for Neighbourhood Plan documents</li> <li>• Report back on Outstanding Items for Reg. 14 Consultation</li> <li>• Consultation on relevant potential capital expenditure items to inform a refreshed 5 year medium term financial plan for the Town Council</li> </ul>
13.	<p><b><u>DATE/TIME OF NEXT MEETING</u></b></p> <p>7 September 2021, 6pm, remote meeting</p>