

CHIPPENHAM TOWN COUNCIL

Notes of a meeting of the Neighbourhood Plan Working Party held at the Town Hall, High Street, Chippenham on Monday 2 July 2018 at 2pm.

COUNCILLORS	Holly Bradfield	Clare Cape	Michael Merry
	Nick Murry (Chairman)		Mary Norton
	Michelle Pearce	Nina Phillips	Chris Ruck
	John Scragg	Sandie Webb	

OFFICERS	Adrian Jones (Deputy Chief Executive)
	Andy Conroy (Planning Officer)
	Daryl Jones (Corporate Support Manager)

OTHER	Dr Andrea Pellegram (NP Consultant)
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PUBLIC PRESENT	None
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1. ELECTION OF CHAIRMAN

Councillor Nick Murry was proposed by Councillor John Scragg and seconded by Councillor Chris Ruck.

Councillor Mary Norton was proposed by Councillor Michael Merry, but no seconder was forthcoming.

RESOLVED that

Councillor Nick Murry be the Chairman of the Neighbourhood Plan Working Party for municipal year 2018/19.

2. APOLOGIES FOR ABSENCE

No apologies of absence were received as all were present.

3. DECLARATIONS OF INTEREST

No declarations of interest were received.

4. ELECTION OF VICE-CHAIRMAN

Councillor Michael Merry was proposed by Councillor Mary Norton and seconded by Councillor Chris Ruck. There were no other nominations.

RESOLVED that

Councillor Michael Merry be the Vice-Chairman of the Neighbourhood Plan Working Party for municipal year 2018/19.

5. TERMS OF REFERENCE

Councillors noted and agreed to adopt the Terms of Reference for the Neighbourhood Plan Working Party.

RESOLVED that

The Terms of Reference for the Neighbourhood Plan Working Party be adopted.

6. CHIPPENHAM NEIGHBOURHOOD PLAN

The Chairman invited the Planning Officer and Neighbourhood Plan (NP) Consultant to make their presentations to the Working Party.

The Planning Officer shared the proposed Year 1 Work Programme (as previously circulated) and the Neighbourhood Plan (NP) Consultant spoke about and invited comments from Councillors on the formation and selection of a Neighbourhood Plan (NP) Steering Group; a proposal for which it was agreed she would draft for consideration at the next NP Working Party meeting.

The NP Consultant explained that the NP Working Party should facilitate the setting up of a formal Steering Group in September / October, at which point the NP Working Party could cease, as it would have then completed its main task.

The NP Steering Group would then oversee a substantial public consultation exercise to determine 'land based solutions' to evidence based issues raised by the community.

The issue of financial resourcing was raised and it was explained that much of the Year One finances would be secured via grant funding, plus previously committed funds endorsed by the Town Council. The Deputy Chief Executive commented that Full Council would monitor the cost of delivering a Neighbourhood Plan.

Councillors discussed the selection process for membership of the Steering Group and its terms of reference. It was recommended by the NP Consultant that approximately 10 people sit on the Steering Group, possibly 4 Town Councillors and 1 Councillor from Wiltshire Council, and that it could be chaired by a Town Councillor. Possible other representatives could be considered from organisations such as the education authority, historic and heritage sector, housing developers, local businesses, commerce and so on, but that these representatives would need to be hard working, knowledgeable, good decision makers and able to contribute to taking

the plan forward. Further along the timeline, sub-groups could be formed representing other areas of expertise.

It was agreed to host an evening meeting to give a Neighbourhood Plan 'soft launch' to attract potential Steering Group members. It was proposed that this event take place in early September, as the NP Consultant was unavailable in August. It was suggested that other less formal venues be considered for this event.

The following action points were agreed:-

- 1) The Planning Officer to circulate initial suggestions for potential Steering Group members to be invited to the September event.
- 2) Councillors to email the Planning Officer with names to add to the list of potential invitees to this event, to be reviewed at the next NP Working Party on 16th July.
- 3) The NP Consultant to prepare initial drafts of:
 - a Neighbourhood Plan (NP) Steering Group member 'job description';
 - an application form for membership of the NP Steering Group;
 - suggested criteria for the candidate selection process;
 - an invitation letter for those whom the Working Party agrees to invite to the September event;
 - an agenda for the event;
 - publicity material (a 'flyer') for the event.All of which the Planning Officer will review and 'tidy up'.
All to be considered by Councillors at the next meeting of the NP Working Party.
- 4) The Chairman, Councillor Nick Murry to poll members of the Working Party on potential dates for the September event.

7. DATE OF NEXT MEETING

The date of the next meeting will be 2pm on Monday 16 July 2018.