



To Steering Group Members:

Cllr Clare Cape	Liz Field
Cllr Michael Merry	Barry Grimes
Cllr Nick Murry (Chairman)	Ross Henning
Cllr Chris Ruck	Jack Konynenburg
Cllr John Scragg	Steve Perry
Cllr Sandie Webb	Sophie Thomas

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 **6th November 2018** commencing at **6pm**.

Yours faithfully,

Andy Conroy
Planning Officer

Agenda

Chippenham Neighbourhood Plan Steering Group Meeting - 6 November 2018
6pm, Chippenham 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 (copies to be distributed at meeting). Members are reminded to declare any dispensation granted in relation to any relevant matter.
3.	<u>ELECTION OF VICE-CHAIRMAN</u> To elect a Vice-Chairman of the Steering Group.
4.	<u>WELCOME & INTRODUCTIONS</u> Chairman to welcome Steering Group and set out broad aims and objectives of Neighbourhood Plan/Steering Group. Round table introductions from Steering Group Members.
5.	<u>CHAIRMAN'S ANNOUNCEMENTS</u>
6.	<u>TERMS OF REFERENCE</u> To approve, or suggest amendments to, the draft Terms of Reference for the Steering Group (copy attached).
7.	<u>NEIGHBOURHOOD PLAN TRAINING</u> Andrea Pellegram, Planning Consultant to provide Steering Group Members with Neighbourhood Plan training via Powerpoint Presentation.
8.	<u>PROJECT TIMELINE</u> Planning Officer to provide Steering Group with updated Project Timeline for Year 1 (copy attached).
9.	<u>ITEMS FOR DISCUSSION AT NEXT MEETING</u>
10.	<u>DATE/TIME OF NEXT MEETING</u>