



27 November 2018

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 **4th December 2018** commencing at **6pm**.

Yours faithfully,

Andy Conroy
Planning Officer

Agenda

Chippenham Neighbourhood Plan Steering Group Meeting - 4th December 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.
3.	<u>MINUTES</u> To approve as a correct record and to sign the draft minutes of the meeting held on Tuesday 6 November 2018 (copy attached).
4.	<u>CHAIRMAN'S ANNOUNCEMENTS</u>
6.	<u>TERMS OF REFERENCE</u> To approve the draft Terms of Reference for the Steering Group (copy attached).
7.	<u>DEVELOPING A CONSULTATION STRATEGY (SESSION 1 OF 2)</u> To undertake the following group exercises which will provide content for a draft Consultation Strategy. Barry Grimes and Andrea Pellegram to lead on exercises. GOOD AND BAD EXPERIENCES OF CONSULTATION <ul style="list-style-type: none">• Flip chart exercise - Barry Grimes - 15 mins CONSULTATION OBJECTIVES <ul style="list-style-type: none">• Flip chart exercise - Barry Grimes - 15 mins STAKEHOLDER ANALYSIS <ul style="list-style-type: none">• Post-it note exercise - Andrea Pellegram - 20 mins SOCIAL GROUP ANALYSIS <ul style="list-style-type: none">• Post-it note exercise - Andrea Pellegram - 20 mins RISK ASSESSMENT <ul style="list-style-type: none">• Flip chart exercise - Barry Grimes - 20 mins OVERVIEW OF ITEMS FOR SESSION 2 (NEXT MEETING) <ul style="list-style-type: none">• Andrea Pellegram - 5 mins
9.	<u>ITEMS FOR DISCUSSION AT NEXT MEETING</u>
10.	<u>DATE/TIME OF NEXT MEETING</u>