



4 January 2019

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 **8th January 2019** commencing at **6pm**.

Yours faithfully,

Andy Conroy
Planning Officer

Agenda

Neighbourhood Plan Steering Group Meeting - 8th January 2019, 6pm, 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 4 December 2018 (copy attached).
4.	<u>CHAIRMAN'S ANNOUNCEMENTS</u>
5.	<u>REVIEW OF ITEMS FROM PREVIOUS MEETING FEEDING INTO COMMUNICATION & ENGAGEMENT STRATEGY</u> To approve/suggest amendments to draft version of Communication and Engagement Strategy resulting from the exercises carried out at the previous meeting - including the Stakeholder and Social Group Analysis tables (copy attached).
6.	<u>REVIEW COMMUNICATION & ENGAGEMENT CHANNELS TABLE</u> To approve/suggest amendments to draft Communication & Engagement Channels table for Pre-Vision engagement, as set out in the draft Communication and Engagement Strategy (copy attached).
7.	<u>DEVELOPING A COMMUNICATION STRATEGY (SESSION 2 OF 2)</u> <ul style="list-style-type: none">• To agree which Pre-Vision Communications & Engagement Strategy option should be adopted (3 options to be put to Steering Group)• To agree to maintaining a Consultation Log and associated GDPR compliance• To agree to maintaining a separate Risk Register (based on copy attached in draft Communication and Engagement Strategy) and associated protocol
8.	<u>ITEMS FOR NEXT MEETING</u> <ul style="list-style-type: none">• Agree Communication & Engagement Strategy for Pre-Vision engagement• Agree content/dates for Pre-Vision engagement and Communication & Engagement Strategy implementation
9.	<u>DATE/TIME OF NEXT MEETING</u>