



1 February 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 at **Chippenham Museum**, 9-10 Market Pace, Chippenham on **5<sup>th</sup> February 2019** commencing at **6pm**.

Yours faithfully,

Andy Conroy  
Planning Officer

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# Agenda

Neighbourhood Plan Steering Group Meeting - 5<sup>th</sup> February 2019, 6pm, Chippenham Museum

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 Tuesday 8 January 2019 (copy attached).
4.	<b><u>CHAIRMAN'S ANNOUNCEMENTS</u></b>
5.	<b><u>OUTLINE PLAN FOR PRE-VISION ENGAGEMENT</u></b>  To approve or amend Outline Plan for Pre-Vision Engagement (copy attached), covering the following communication channels: <ul style="list-style-type: none"><li>- Online survey (Members to be briefed on Survey Monkey)</li><li>- Tailored emails (In addition, Members to come up with ideas for strapline)</li><li>- Street stalls</li><li>- Social media</li><li>- Talk Chippenham</li><li>- Websites</li><li>- Press release</li><li>- Press meeting</li><li>- Flyers</li></ul>
6.	<b><u>SURVEY</u></b>  To approve or amend draft survey (copy attached) and discuss any GDPR related issues.
7.	<b><u>COMMUNICATION &amp; ENGAGEMENT STRATEGY</u></b>  To approve or amend draft version of Communication and Engagement Strategy, in particular changes to the Communication Channels table and Social Group Analysis table (copy attached).
8.	<b><u>PROJECT TIMELINE</u></b>  To approve or amend updated Project Timeline covering period Jan 2019-April 2020 (copy attached).

9.	<p><b><u>RISK REGISTER</u></b></p> <p>To note, and update Risk Register if appropriate, as a live document (copy attached).</p>
10.	<p><b><u>CONSULTATION LOG</u></b></p> <p>To note Consultation Log, as a live document (copy attached)</p>
11.	<p><b><u>ITEMS FOR NEXT MEETING</u></b></p> <ul style="list-style-type: none"> <li>• Troubleshooting for Pre-Vision Engagement</li> <li>• Processing of survey information</li> <li>• Presentation of survey information</li> </ul>
9.	<p><b><u>DATE/TIME OF NEXT MEETING</u></b></p> <p>5 March 2019, 6pm, Chippenham Town Hall</p>