



28 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 in the Town Hall, High Street, Chippenham on **5<sup>th</sup> March 2019** commencing at **6pm**.

Yours faithfully,

Andy Conroy  
Planning Officer

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# Agenda

Neighbourhood Plan Steering Group Meeting - 5<sup>th</sup> March 2019, 6pm, Town Hall

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 5 February 2019 (copy attached).
4.	<b><u>CHAIRMAN'S ANNOUNCEMENTS</u></b>
5.	<b><u>PRE-VISION ENGAGEMENT</u></b>  To update SG Members on progress of communication channels, and if necessary to discuss further: <ul style="list-style-type: none"><li>• Online survey</li><li>• Street stalls (copy attached of Street Stall Rota)</li><li>• Posters</li><li>• Social media</li><li>• Talk Chippenham</li><li>• Websites</li><li>• Press Meeting/Press Release</li></ul>
6.	<b><u>PROCESSING &amp; PRESENTING SURVEY DATA</u></b>  To approve/suggest amendments to Processing & Presenting Survey Data (copy attached).
7.	<b><u>WORKSHOP SESSION: Q&amp;A ROLE PLAY FOR STREET STALLS</u></b>  AP to lead workshop session preparing Members for questions/answers they may receive from the public when manning street stall (please see attached Steering Group Briefing Note: Questions You May Be Asked When Meeting The Public and attached Crib Sheet for Survey)  AC to run through Risk Assessment for Street Stalls (copy attached)
8.	<b><u>ITEMS FOR NEXT MEETING</u></b> <ul style="list-style-type: none"><li>• Review of Pre-Vision Engagement in general. What worked well/what didn't? What could we improve for next round of public consultation?</li><li>• Presentation and review of online survey results - Which topics are emerging as frontrunners to pursue? Initial agreement on choice of topics</li></ul>

	<ul style="list-style-type: none"><li>• Briefing on meeting with LPA</li></ul>
9.	<b><u>DATE/TIME OF NEXT MEETING</u></b> 2 April 2019, 6pm, Chippenham Town Hall