



29 May 2019

To Steering Group Members:

Cllr Clare Cape	Liz Field
Cllr Nick Murry (Chairman)	Barry Grimes
Cllr Chris Ruck	Ross Henning
Cllr John Scragg	Jack Konynenburg
Cllr Sandie Webb	Steve Perry
Cllr David Powell	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 **4 June 2019** commencing at **6pm**.

Yours faithfully,

Andy Conroy
Planning Officer

Agenda

Neighbourhood Plan Steering Group Meeting - 4 June 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 7 May 2019 (copy attached).
4.	<u>CHAIRMAN'S ANNOUNCEMENTS</u>
5.	<u>CONFIDENTIAL BRIEFING</u>
6.	<u>VISION OBJECTIVES</u> To agree, or suggest amendments to, draft Vision Objectives (copy attached)
7.	<u>COMMUNICATION STRATEGY FOR VISION ENGAGEMENT</u> To update Communication Strategy for limited Vision engagement i.e. who to present Vision to, what communication method, when to communicate etc.
8.	<u>TOPIC GROUPS</u> To agree, or suggest amendments to, draft strategy for establishing, selecting and running Topic Groups, as set out in Briefing Notes by Planning Consultant (copy attached) <ul style="list-style-type: none">• Topic Groups: setting up topic groups• Topic Groups: policy gap analysis and initial evidence gathering• Briefing note: Wiltshire adopted policies• Planning Toolkit: preparing NDP policies
9.	<u>ITEMS FOR NEXT MEETING</u> <ul style="list-style-type: none">• Agree topic group membership and other details for invitations to join and first meeting.• Agree mechanism for feeding back from the Topic Groups to the Steering Group• Adjust TOR if necessary• Adjust project timetable if necessary
10.	<u>DATE/TIME OF NEXT MEETING</u> 2 July 2019, 6pm, Chippenham Town Hall