



27 June 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 **2 July 2019** commencing at **6pm**.

Yours faithfully,

Andy Conroy
Planning Officer

Agenda

Neighbourhood Plan Steering Group Meeting - 2 July 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 June 2019 (copy attached).
4.	<u>CHAIRMAN'S ANNOUNCEMENTS</u>
5.	<u>CHIPPENHAM RAILWAY STATION UPDATE</u> Luke Farley of GWR to give short presentation updating Members on proposals at Chippenham Railway Station
6.	<u>TOPIC GROUP MEMBERSHIP</u> To agree, or suggest amendments to, the shortlist of candidates who have applied for Topic Groups, as recommended by the Selection Panel (copy attached)
7.	<u>TOPIC GROUP GOVERNANCE</u> To agree, or suggest amendments to, Topic Group Governance Briefing Note (copy attached)
8.	<u>REVIEW TERMS OF REFERENCE</u> To amend Terms of Reference if necessary, in light of Item 7. (copy attached)
9.	<u>UPDATED PROJECT TIMELINE AND PROJECT PLAN</u> To agree, or suggest amendments to, updated Project Timeline and Project Plan (copies attached)
10.	<u>ITEMS FOR NEXT MEETING</u> <ul style="list-style-type: none">• Feedback from TG Training Session• TG First Meetings• Update on WC Local Plan Review
11.	<u>DATE/TIME OF NEXT MEETING</u> 3 September 2019, 6pm, Chippenham Town Hall