

	<ul style="list-style-type: none"> Wiltshire Council are to chair a Local Plan Review Workshop for the Chippenham area from 4-6pm on Wednesday 17 July hosted by CTC at the Town Hall. NM, AC, AP and SW would be attending. Any additional SG members interested in attending should contact AC.
15.	<p><u>CHIPPENHAM RAILWAY STATION UPDATE</u></p> <p>Before the presentation, NM updated the Group on the wider Station Hub Project. NM's understanding was that the multi-storey car parks intended for the north and south sides of the Station would now not be built, and neither would the redevelopment (offices and affordable housing) along Cocklebury Road; the only carpark development being at Sadlers Mead next to Monkton Park. It was understood that despite concerns, the third lift (missing from the original footbridge construction) would be added before the spending deadline expired. The Station forecourt would be also be redeveloped (the subject of Mr Farley's presentation).</p> <p>NM had also been led to believe that the developers of the permitted retirement home and shops development opposite the Station were pulling out and that the old College site would be going back on the market, though this had yet to be confirmed.</p> <p>Luke Farley, Assistant Regional Development Manager of GWR, then gave a short presentation updating Members on proposals for the Chippenham Railway Station forecourt development. This was part of the remit to improve the south side of the Station. A consultation had been carried out which counted passengers and how they arrived at the Station. This had revealed a 50/50 split between the north and south side, with the majority of car parking currently located to the south. There would also be a feasibility study with regards access on the north side around the footbridge and existing carpark entrance, which has congestion and safety issues.</p> <p>The design proposal for the south side includes:</p> <ul style="list-style-type: none"> Cycle storage located where the taxi ranks currently are, with a link to a shared path to connect with the Cocklebury Road shared path/ cycle route; Provision of more/ better public realm; Bus stops retained but relocated; Taxi ranks off the square, near to the bus stops; Resurfacing; Retention of most of the short-stay car park and a widened vehicular entrance/exit. <p>A further consultation would be carried out for the north side of the Station in July. The design and construction of the third lift would be contracted via Network Rail. Walking routes would need to be provided through the car park to improve pedestrian safety. The green weighbridge building was a constraint and a study would need be carried out around options for retaining, part retaining or moving this (listed) building.</p>
16.	<p><u>TOPIC GROUP MEMBERSHIP</u></p> <p>SG Members considered the shortlist of candidates who had applied for TGs, as recommended by the Selection Panel. Every effort had been made to fit people into their chosen group but there was still a shortfall in the Housing, Town Centre</p>

and Economy TGs. SW suggested using the Town Council gazebo at the Carnival to recruit more TG members. It was agreed that AC and SG Members would look to recruit additional TG members where there was shortfall. These would be agreed via the Selection Panel and approved by the SG as a whole before being appointed. It was generally agreed that the TG numbers would still work, and TGs would function effectively, even if the ideal situation of equal numbers could not be achieved.

Concerns were raised regarding the number of representatives from certain community groups included in TGs and possibly overwhelming those groups. It was pointed out that it would be wrong to discriminate against applicants on the basis of affiliations or external group memberships, particularly when there was valuable experience being offered. It was generally felt that passionate and motivated volunteers were of benefit and agreed that any problems arising could be dealt with through governance.

The question of whether Shepherds should also be Chairs (and Vice Chairs) was also raised. There was a feeling that having these separate roles might complicate matters within TGs. After discussion it was agreed that the Chairmen/Vice-Chairmen of TGs should be members of the SG and incorporate the Shepherd role as part of their function. Each of the two SG Topic Group members would decide who would be Chair/ VC and who would be reporting back to the SG. As a point of clarification, it was agreed that notetakers could be appointed within the Topic Group as appropriate.

Actions:

AC to distribute completed application forms to ‘Shepherds’ and ask ‘Shepherds’ to decide between themselves which one takes the role of Chair and which one takes the role of Vice-Chair.

AC to identify additional TG members to address shortfall from Pre-Vision Survey, send them reminder emails, and liaise with Selection Panel on further applications for final approval by the SG.

CTC gazebo at Carnival to be used to recruit more TG members. LN, and any other interested SG members, to man gazebo on behalf of the NP.

17. **TOPIC GROUP GOVERNANCE**

SG Members considered the TG Governance Briefing Note and agreed all points with the following amendments/additions:

Initial Next Steps

- Further advertising on website needed to fill remaining places on Town Centre, Economy and Housing TGs in particular. AC to co-ordinate.

Proposed Itinerary

- Date of Training Session to be Saturday 21 September, for approx. 2.5 hours (10am - 12.30am) plus half an hour for refreshments/sandwiches at the end.
- TG members be asked to bring along their diary to the Training Session.
- AC and/or AP to attend first meetings of each TG.

- Doodle Poll or 'When 2 Meet' could be used to set meeting dates.
- SG meeting on 3 September to do a 'Rough cut' of policy areas led by AP.
- SG meeting on 3 September to agree agenda for first TG meeting and a broad agenda for all subsequent TG meetings to be used by TG Chair if decided - to be prepared by AP/AC.
- First TG meetings to be held in October as determined by the TG.

TG Handbook

- Items will be compiled into one document by AC which the SG can agree on 3 September.
- To include updated Terms of Reference and governance information extract for TG members ('ground rules').
- Could be provided by email or on a memory stick.

Reporting Back to SG

- SG on 3 September to receive a demonstration of Trello by BG.
- Action Log (action points) rather than minutes preferred method of TG's reporting back to SG.
- TGs to decide who will record actions at first meeting. This could rotate around TG members.
- At the end of 6 months TGs to produce report on evidence gathered to AP/AC, who will collate information and edit it to ensure conformity.
- AP to create new TG report template for Chippenham.
- SG on 3 September to discuss final output of TGs and how to know when they are finished.

TG Meetings

- AP suggested Issues and Options Public Consultation could be held at the end of 6 months.
- No public be allowed to attend TGs unless they wish to join the TG, in which case they should contact AC.
- The Chairman of each TG should try to resolve any grievances arising within the TGs but should this not be possible, it should be passed to the SG Chairman to try to resolve.

(Councillor David Powell left the meeting at 7.25pm)

NP Website

- AC to prepare a Declaration of Interest/Membership of Group or Organisation form for each TG member to complete. This should be sent with the acceptance email and members asked if they also wish to provide a short bio.

Liaison with Stakeholders

- TG members to inform TG Chairman and AC if they wish to liaise directly with stakeholders.

Evidence Storage

- AC to further explore secure storage options such as Google Drive (already set up), NP website storage in members' area, remote access to a new drive on

	<p>the Council’s server, and the costs involved with each. Consult with SP if required.</p> <ul style="list-style-type: none"> • GDPR advice to be sought if required. <p><u>Financial Assistance</u></p> <p>AP suggested that technical support could be obtained from Community First Oxfordshire, AECOM and Enzygo, subject to budget being available. AECOM can also provide support in many areas but this may introduce a delay though it would be at no cost to the NP. NM added that SG approval would be sought before the appointment of any of these.</p> <ul style="list-style-type: none"> • Further funding could be applied for through Locality at a later date. <p><u>Actions:</u></p> <p>AC to write to all those who have expressed an interest and invite them to join a TG, also inviting them to 21st September Induction.</p> <p>AC to send follow up email to those members of the public who had completed the Pre-Vision Survey and were interested in Housing, Town Centre and Economy TGs, but hadn’t replied to the original email.</p> <p>AC to reinstate website information for recruiting TG members to fill remaining places.</p> <p>AC and AP to arrange Training Session on 21 September.</p> <p>AC to prepare a Declaration of Interest form for each TG member to complete, send with the acceptance email and ask if they wish to provide a short bio.</p> <p>AC to explore storage options and seek GDPR advice if required.</p> <p>BG to arrange a demonstration of Trello at next SG meeting.</p> <p>AP to create new topic template for Chippenham.</p> <p>AC to review options for Locality funding.</p> <p>AC to compile TG Handbook.</p> <p>SG members to decide on Chair/Vice-Chair for the TGs and to notify AC of decision.</p>
18.	<p><u>REVIEW TERMS OF REFERENCE</u></p> <p>SG Members considered the Terms of Reference. It was agreed the line ‘Elect a Chairman and Vice-Chairman at the first meeting’ be removed from page 2 and replaced by appropriate wording to say that the Chairman and Vice-Chairman of each TG should be a member of the SG.</p> <p>Action: AC to update the Terms of Reference to incorporate some of the agreed points made within the TG Governance Briefing Note, for approval at the SG meeting on 3 September.</p>
19.	<p><u>UPDATED PROJECT TIMELINE AND PROJECT PLAN</u></p> <p>SG Members received and noted the updated Project Timeline and Project Plan.</p>
20.	<p><u>ITEMS FOR NEXT MEETING</u></p> <ul style="list-style-type: none"> • Agree agenda for TG Training Session. • Agree agenda for first TG meeting. • ‘Rough cut’ of policy areas.

	<ul style="list-style-type: none"> • Agree TG Handbook. • Discuss final output of TGs and how to know when they are finished. • BG to provide a demonstration of Trello. • Feedback from WC Local Plan Review Workshop and meeting with Link Officers in July/August.
21.	<p><u>DATE/TIME OF NEXT MEETING</u></p> <p>3 September 2019, 6pm, Chippenham Town Hall</p>
	<p>The meeting finished at 8pm</p>