



31 October 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
	Dunstan Westbury

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 November 2019** commencing at **6pm**.

Yours faithfully,

Andy Conroy
Planning Officer

Agenda

Neighbourhood Plan Steering Group Meeting - 5 November 2019, 6pm, Town Hall

1.	<p><u>ANNUAL APPOINTMENT OF STEERING GROUP CHAIRMAN AND VICE-CHAIRMAN</u></p> <p>To endorse the annual appointment of SG Chairman and SG Vice Chairman as required by the SG Terms of Reference</p>
2.	<p><u>APOLOGIES FOR ABSENCE</u></p>
3.	<p><u>DECLARATION OF INTEREST</u></p> <p>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.</p>
4.	<p><u>MINUTES</u></p> <p>To approve as a correct record and to sign the draft minutes of the meeting held on Tuesday 1 October 2019 (copy attached).</p>
5.	<p><u>CHAIRMAN'S ANNOUNCEMENTS</u></p>
6.	<p><u>REPORT BACK ON EXTERNAL NP MEETINGS</u></p> <p>NM/AC/AP to report back on meeting with Wiltshire Planning Officers on 2 October 2019</p> <p>NM/AC to report back on attendance at Calne Without Parish Council meeting on 14 October 2019</p>
7.	<p><u>TOPIC GROUP MEMBERSHIP CHANGES</u></p> <p>To note the updated Topic Group Membership List (copy attached)</p>
8.	<p><u>ACTIONS FROM TOPIC GROUP MEETINGS</u></p> <ul style="list-style-type: none">• TG Chairman/Vice-Chairman to feed-back on actions arising from their Topic Group meeting(s)• SG to agree policy topics for each TG using Policy Topics Spreadsheet (copy attached)<ul style="list-style-type: none">○ Consider how to deal with duplication of policy topics (obvious examples highlighted in colour on Spreadsheet)○ Consider if there are any policy topics missed out by TGs• SG to agree any major tasks/evidence gathering for TG, particularly those with cost implications• SG to provide recommendations on the overall direction and rate of progress of the topic if required• TG Chairman to confirm time/date/venue for next TG Meeting

9.	<p><u>CHARACTER ASSESSMENTS</u></p> <p>AP to lead SG discussion on carrying out of Character Assessments by Topic Groups based on Outline Approach (copy attached). SG to consider format, geographical boundaries, consistency of approach (proformas) etc.</p>
10.	<p><u>TOPIC GROUP CONSULTATION/SURVEYS</u></p> <p>AP to lead SG discussion on carrying out of consultation/surveys for Topic Groups based on Outline Approach (copy attached). SG to consider amalgamation of surveys to avoid survey fatigue, timing of surveys etc.</p>
11.	<p><u>FEEDBACK ON TRELLO/GOOGLE DRIVE</u></p> <p>To feed-back on use of Trello & Google Drive</p>
12.	<p><u>ITEMS FOR NEXT MEETING</u></p> <ul style="list-style-type: none"> • Actions from November TG Meetings
13.	<p><u>DATE/TIME OF NEXT MEETING</u></p> <p>3 December 2019, 6pm, Chippenham Town Hall</p>