



30 January 2020

To Steering Group Members:

Cllr Clare Cape	Liz Field
Cllr Ruth Lloyd	Ross Henning
Cllr Nick Murry (Chairman)	Jack Konynenburg
Cllr John Scragg	Steve Perry
Cllr Sandie Webb	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 **The Meeting Place** at **Town Hall**, High Street, Chippenham on **4 February 2020** commencing at **6pm**.

Yours faithfully,

Andy Conroy
Planning Officer

Agenda

Neighbourhood Plan Steering Group Meeting - 4 February 2020, 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 January 2020 (copy attached)
4.	<u>CHAIRMAN'S ANNOUNCEMENTS</u>
5.	<u>PRESENTATION ON CHIPPENHAM STATION HUB</u> Presentation by Luke Farley, GWR, to update Members on Station Hub proposals
6.	<u>TOPIC GROUP MEMBERSHIP CHANGES</u> To note the updated Topic Group Membership List (copy attached) and to resolve any issues with Topic Group numbers
7.	<u>TOPIC GROUP SURVEY QUESTIONS</u> To agree, or amend, survey questions suggested by TGs to be included on a joint public survey and separate users surveys (copy attached)
8.	<u>ACTIONS FROM TOPIC GROUP MEETINGS</u> For each Topic Group in turn: <ul style="list-style-type: none">• TG Chairmen to present updates for their TG as recorded on Policy Topics Management Spreadsheet (AC to provide printed copies of Spreadsheet at meeting)• TG Chairmen to feed-back on any other actions arising from their November Topic Group meeting(s)• TG Chairmen to report back on any data gathering needs for their TG, including any survey questions• SG to agree any major tasks/evidence gathering identified by TG, particularly those with cost implications• SG to provide recommendations on the overall direction and rate of progress of the topic if required• TG Chairmen to confirm time/date/venue for next TG Meeting

9.	<u>ITEMS FOR NEXT MEETING</u> <ul style="list-style-type: none">• Report back on actions from Feb TG Meetings• Feedback from Housing and CSE Workshops
10.	<u>DATE/TIME OF NEXT MEETING</u> 3 March 2020, 6pm, Chippenham Town Hall