



27 January 2022

To Steering Group Members:

Cllr Clare Cape	Ross Henning
Cllr Robert Giles	Jack Konynenburg
Cllr Nick Murry (Chair)	David Mott
Cllr John Scragg	Steve Perry
Cllr Matthew Short	Dunstan Westbury
	Fiona Williams

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 remotely** via Zoom on **1 February 2022** commencing at **6pm**, with a log in time of **5.45pm**.

The meeting can be accessed by the following link, or ID and password:

Meeting ID:
Passcode:

Yours faithfully,

Andy Conroy
Head of Planning

Agenda

Neighbourhood Plan Steering Group Meeting - 1 February 2022, 6pm, Remote Meeting (via Zoom)

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 4 January 2022 (copy attached)
4.	<u>CHAIR'S ANNOUNCEMENTS</u>
5.	<u>WALPA UPDATE</u> Chair/Head of Planning to update Steering Group Members on recent WALPA actions.
6.	<u>NON-TECHNICAL SUMMARY</u> To agree, or suggest amendments to, the Non-Technical Summary of the Draft Neighbourhood Plan (copy attached)
7.	<u>MONITORING & REVIEW SECTION OF DRAFT PLAN</u> To agree, or suggest amendments to, the text for inclusion within Section 13 - Monitoring and Review of the draft Plan (copy attached)
8.	<u>DESIGN & FORMAT OF CHIPPENHAM DESIGN GUIDE</u> To agree the design and format of the draft Chippenham Design Guide (note: content previously approved) (copy attached)
9.	<u>FRONT COVER DESIGN</u> Members to: <ul style="list-style-type: none">a) Agree front cover style for all documents as set out in the Cover Style Options document (copy attached)b) Choose front cover photographs for the Tree Planting Guide, Chippenham Design Guide and Shopfronts Design Guide as set in Design Guide, Shop Front Design Guide & Tree Planting Guide Cover Options (copy attached)

10.	<p><u>OUTSTANDING ITEMS FOR NEIGHBOURHOOD PLAN DOCUMENTS</u></p> <p>To note and action the outstanding items which need to be resolved in order to progress the Neighbourhood Plan documents, as set out in the Outstanding Items for Neighbourhood Plan Documents Report (copy attached)</p>
11.	<p><u>LOCAL GREEN SPACES UPDATES (LGS)</u></p> <p>Chair/Head of Planning to update Steering Group Members on recent discussions with:</p> <ul style="list-style-type: none"> a) Wiltshire Council Estates (Response attached) b) Green Square Accord - LGS U-Allington Way (Copy of approved plan for parking attached) <p>Steering Group Members to agree on any adjustments that need to be made to LGS given the above discussions.</p> <p>Hyperlink to Neighbourhood Plan Local Green Spaces Map:</p>
12.	<p><u>OUTSTANDING ITEMS FOR REGULATION 14 CONSULTATION</u></p> <p>To note and action the outstanding items which need to be resolved in order to progress to Regulation 14 public consultation, as set out in the Outstanding Items for Regulation 14 Public Consultation Report (copy attached)</p>
13.	<p><u>REGULATION 14 CONSULTATION DATES</u></p> <p>To agree consultation dates for the Regulation 14 Consultation as proposed by the Head of Planning:</p> <p>Mon 21st Feb-Tues 5th April or Mon 28th Feb-Tues 12th April</p>
14.	<p><u>DRAFT CHIPPENHAM WITHOUT NEIGHBOURHOOD PLAN, REGULATION 14 CONSULTATION</u></p> <p>Head of Planning to present proposed comments that he will be making as part of a Town Council response to the Regulation 14 consultation on the draft Chippenham Without Neighbourhood Plan, and to seek any comments from Steering Group Members where this relates to the Chippenham Neighbourhood Plan. Hyperlink to view consultation form (Doc 1) and Neighbourhood Plan (Doc 2) below:</p>
15.	<p><u>ITEMS FOR NEXT MEETING</u></p> <ul style="list-style-type: none"> • Feedback on Regulation 14 consultation • Additional engagement that may need to be carried out for the Reg. 14 consultation • Sharing of public consultation responses received from Reg. 14 consultation between Steering Group Members

16. **DATE/TIME OF NEXT MEETING**

1 March 2022, 6pm, via Zoom