



23 December 2021

To Steering Group Members:

Cllr Clare Cape	Ross Henning
Cllr Robert Giles	Jack Konynenburg
Cllr Nick Murry (Chair)	David Mott
Cllr Mary Norton	Steve Perry
Cllr John Scragg	Dunstan Westbury
Cllr Matthew Short	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 **4 January 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

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# Agenda

Neighbourhood Plan Steering Group Meeting - 4 January 2022, 6pm, Remote Meeting (via Zoom)

1.	<b><u>APOLOGIES FOR ABSENCE</u></b>
2.	<b><u>DECLARATION OF INTEREST</u></b> 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.	<b><u>MINUTES</u></b> To approve as a correct record and to sign the draft minutes of the meeting held on 7 December 2021 (copy attached)
4.	<b><u>CHAIR'S ANNOUNCEMENTS</u></b>
5.	<b><u>WALPA UPDATE</u></b> Chair/Planning Officer to update Steering Group Members on recent WALPA actions.
6.	<b><u>DESIGN/FORMAT OF DRAFT PLAN</u></b> To agree the design and format of the draft Neighbourhood Plan (note: content previously approved). Hyperlinks to double page and single page spreads of the Plan can be found below:
7.	<b><u>FRONT COVERS</u></b> To choose front covers for the draft Plan, Conservation Area Character Appraisal and Shopfronts Design Guide out of the Cover Options provided for each document (copies attached)
8.	<b><u>OUTSTANDING ITEMS FOR NEIGHBOURHOOD PLAN DOCUMENTS</u></b> 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)
9.	<b><u>OUTSTANDING ITEMS FOR REGULATION 14 CONSULTATION</u></b> 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)

10.	<p><b><u>LOCAL GREEN SPACES (LGS)</u></b></p> <p>a) Members to agree revision to boundary of LGS B - Baydons Wood, Baydons Meadow and Long Close further to discussion with CBLC (copies of original and proposed LGS plans attached)</p> <p>b) Members to discuss response from Wiltshire Council Head of Estates requesting further time for review of LGS and requesting a discussion to explain rationale for future responses</p> <p>c) Head of Planning to provide update on any other liaison with LGS landowners</p>
11.	<p><b><u>ITEMS FOR NEXT MEETING</u></b></p> <ul style="list-style-type: none"> <li>• Report back on Outstanding Items for Reg. 14 Consultation and agree consultation dates</li> <li>• Agree Non-Technical Summary</li> </ul>
12.	<p><b><u>DATE/TIME OF NEXT MEETING</u></b></p> <p>1 February 2022, 6pm, via Zoom</p>