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**CHIPPENHAM  
TOWN COUNCIL**  
Improving the quality of town life



**CHIPPENHAM  
NEIGHBOURHOOD  
PLAN**

14 September 2023

To Neighbourhood Plan Steering Group Members:

Clare Cape	Nick Murry (Chair)
John Scragg (Vice-Chair)	Matthew Short
Ross Henning	David Mott
Jack Konynenburg	Steve Perry
Dunstan Westbury	Declan Baseley
Robert Giles	

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 virtually using the Zoom platform on **Tuesday 19 September 2023** commencing at **6.00 pm**, with a log in time of 5.45pm.

Meeting details will be circulated to Steering Group members only.

Yours faithfully,

Mark Smith MBA LLB (Hons) CMgr FCMI FSLCC  
Chief Executive

# Agenda

Neighbourhood Plan Steering Group - Tuesday 19 September 2023

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1. **APOLOGIES FOR ABSENCE**

To receive any apologies for absence

2. **DECLARATION OF INTEREST**

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. **MINUTES**

To approve as a correct record and to sign the draft minutes of the meeting held on 09 May 2023.

4. **CHAIR'S ANNOUNCEMENTS**

To receive any announcements from the Chair

5. **UPDATE ON EXAMINATION**

To receive a verbal update from the Chair/Head of Planning on the forthcoming Examination of the Neighbourhood Plan and liaison with Wiltshire Council Strategic Planning in this process.

6. **REVIEW OF REGULATION 16 COMMENTS**

To review and discuss the Regulation 16 comments and the main areas of focus for the Examination. The comments can be viewed at:

<https://consult.wiltshire.gov.uk/kse/event/37587>

7. **RESPONSES TO REGULATION 16 COMMENTS**

- a) To determine which Regulation 16 comments the Steering Group wishes to provide responses to
- b) To agree the responses already drafted by the Head of Planning to some of the Regulation 16 comments (copies attached in email)
- c) To agree that any further responses to Regulation 16 comments be drafted by the Head of Planning and circulated to Steering Group Members by email for their approval

8. **ITEMS FOR THE NEXT MEETING**

To be determined.

9. DATE/TIME OF NEXT MEETING

To be determined.

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