



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



**CHIPPENHAM
NEIGHBOURHOOD
PLAN**

11 April 2024

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 Chippenham Town Hall on **Tuesday 16 April 2024** commencing at **6.00 pm**.

Yours faithfully,

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

Agenda

Neighbourhood Plan Steering Group - Tuesday 16 April 2024

Page no.

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**

3 - 6

To approve as a correct record and to sign the draft minutes of the meeting held on 24 October 2023

4. **CHAIR'S ANNOUNCEMENTS**

To receive any announcements from the Chair

5. **GUIDANCE ON PUBLICITY IN RUN UP TO REFERENDUM**

To receive a guidance note from the Head of Planning informing Steering Group Members on protocol for publicising the Referendum (copy attached in email)

6. **COMMUNICATION STRATEGY FOR PUBLICISING REFERENDUM**

To agree the draft strategy for communicating the referendum to the general public (copy attached in email)

7. **LESSONS LEARNED FROM PRODUCING A NEIGHBOURHOOD PLAN**

To gather Steering Group Members feedback on what has/what has not worked in undertaking the process of producing a Neighbourhood Plan and what lessons could be learned for the future