

Agenda: 8 October 2019, 18.00, Guildhall

	Description	Led by
Item 1	Apologies	Chairman, Cllr John Farquhar
Item 2	Presentation by David Stuart, Historic England	
Item 3	Declarations of interest	Cllr John Farquhar
Item 4	To agree the minutes of the meeting of 10 September 2019 (attached)	Cllr John Farquhar
Item 5	<p>Chairman's announcements</p> <ul style="list-style-type: none">• September newsletter and website updates• CAF meeting 27 September 2019 (documents attached)• Funding application submitted to Locality• Letter from Clerk to WC (attached)• Evidence update<ul style="list-style-type: none">○ AP responses received○ DW discussions about transport evidence base○ KO meeting with DM about Churchfields	Cllr John Farquhar
Item 6	Community Member of Steering Group – items of discussion (overleaf)	Mark Stevens
Item 7	Policy priorities survey (attached)	Andrea Pellegram
Item 8	Evidence Gathering	Andrea Pellegram
Item 9	Any other business	Cllr John Farquhar
Item 10	Matters for the next agenda	Cllr John Farquhar

The community volunteers (with the exception of Peter, who is away at the moment), met for an informal chat last night, to talk about our experience of the NDP to date as a group.

We are all enjoying the process so far, and look forward to working with the councillors moving forwards as we start to enter an interesting phase. Between us, we had a few minor questions, which we would like to address at the next meeting, and hope we can find time to briefly discuss these :-

- Moving forwards as the focus groups start to work on various strands, how are these intended to be resourced and supported by the Councillors and other volunteers;
- Is it worth “warming up” those individuals who applied to be involved with the steering group and were unsuccessful, but said they would like to be considered for focus groups, so we can ascertain which focus group would best suit them;
- Will there be any training of focus groups? We understand the steering group in Chippenham had some training to assist them in how to obtain relevant information;
- We think it is worth confirming all members of the groups continued commitment moving forwards, as we enter the next phase;
- Must all focus groups work in the same way to obtain the data they need, or which each group work differently on a horses for courses basis;
- Are we allowed to be informed of the overall budget for the delivery of the NDP; and
- Whether any of the policy topic areas could be grouped together to cover more general “themes”, which would assist us with our relative strengths and areas of interest.

As a group, we can assure you of our continued commitment and are looking forward to seeing the proposals as they start to evolve.

Mark Stevens

26/9/2019