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The Laverton, Bratton Road, Westbury  
Wiltshire BA13 3EN Tel: 01373 822232  
E-mail: [info@westburytowncouncil.gov.uk](mailto:info@westburytowncouncil.gov.uk)  
<http://www.westburytowncouncil.gov.uk>

Dear Councillor

You are summoned to attend a Meeting of **NEIGHBOURHOOD PLAN STEERING SUB-COMMITTEE** to be held at **3pm** on **THURSDAY, 5<sup>th</sup> JULY 2018** at The Laverton, Bratton Road, Westbury BA13 3EN.

All council meetings are open to the public and press. Members of the public are invited to address the Council at this meeting at 3pm (registration 2.50pm – 3pm).

Yours faithfully

**Mrs D Urch, Town Clerk**  
**2<sup>nd</sup> July 2018**

**PUBLIC FORUM:** *commencing 3pm following presentation* (not to exceed 30 minutes). Members of the public are welcome to make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. Any individual representation is limited to no more than 5 minutes. The Chairman will call the representation from those who registered to speak; written representations can also be submitted to the Town Clerk in advance of the meeting. A summary record of any public participation session shall be included in the Minutes.

Recording and using social media is permitted at Council meetings which are open to the public however, anyone wishing to do so must speak to the Town Clerk prior to the meeting as there are rules which must be followed.

## **A G E N D A**

- 1. APOLOGIES FOR ABSENCE.** To receive apologies for absence and consider the reason for absence.
- 2. DECLARATION OF INTEREST and DISPENSATIONS.** Members must be diligent regarding their interests.
- 3. MINUTES (see attachment).**  
To approve as a correct record, the Minutes of the Neighbourhood Plan Steering Sub-Committee Meeting held on the 29th May 2018 copies of these Minutes have been circulated to each Member and in accordance with Standing Order No. 33(d) may be taken as read.

**5. RECOMMENDATION FROM TOWN CLERK DATED 29<sup>TH</sup> JUNE 2018 (see attached)**

The Neighbourhood Plan Steering Sub-Committee approved the Clerk, Chair of the Council and a member of the Neighbourhood Plan Steering Sub-Committee to interview for and appoint if appropriate the post of Neighbourhood Plan Project Coordinator (10 hours) and administrator (up to 20 hours)

<https://westburytown.sharepoint.com/:w:/s/NDP/EQLSvSwqiCRIh7C3qpHYufsBoLqywIFRwSMczSf5KALt8g?e=kOoweR>

**6. CHAIRMAN'S COMMUNICATIONS - WESTBURY CARIBBEAN SUMMER CELEBRATION**

On Saturday 7<sup>th</sup> July, the Town Council will be holding its summer celebration. We are looking for volunteers to operate from the Town Council tent in the Market Place to gather evidence for the Neighbourhood Plan. The event will run from 11.00 to 16.00.