



Dear Councillor

You are summoned to attend a Meeting of **NEIGHBOURHOOD PLAN STEERING SUB-COMMITTEE** to be held at **10am** on **THURSDAY, 16th AUGUST 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 10am (registration 9.50am – 10am).

Yours faithfully

Mrs D Urch, Town Clerk
8th August 2018

PUBLIC FORUM: *commencing 10am 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 5th July 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.

4. **RECOMMENDATION received from Neighbourhood Plan Project Administrator (see attached)**

To approve a Logo for the Westbury Neighbourhood Plan

Recommendation

To consider the adoption of the informal logo for the Neighbourhood Plan

5. **RECOMMENDATION received from Neighbourhood Plan Project Administrator (see attached)**

Create a community-led Westbury Neighbourhood Plan Steering Group

Recommendation

To authorise the creation of a community-led Westbury Neighbourhood Plan Steering Group

6. **RECOMMENDATION received from Neighbourhood Plan Project Administrator (see attached)**

Terms of Reference for the Neighbourhood Plan Steering Group

Recommendation

To consider the adoption of Draft Terms of Reference for the Neighbourhood Plan Steering Group

7. **CHAIRMAN'S COMMUNICATIONS**

8. **BUDGET BIDS**

To consider the budget requirement for 2019-20 for the continued development of the Westbury Neighbourhood Plan