

WESTBURY TOWN COUNCIL

At a MEETING of the NEIGHBOURHOOD PLAN STEERING SUB-COMMITTEE held at THE LAVERTON, BRATTON ROAD, WESTBURY, on THURSDAY 5<sup>th</sup> JULY 2018 at 3.00pm.

**PRESENT:** Cllrs: I Cunningham, King, Kettlely, Kimmins, B Pyne

Staff: Mrs D Urch, Mr P McMullen

To Note Cllr Hawker has resigned from the Neighbourhood Plan Sub-Committee

**N.6 TO RECEIVE APOLOGIES (if any) AND REASONS FOR ABSENCE:**

Cllr Sutton – personal

Cllr Charlton – no apologies given

**N.7 DECLARATION OF INTEREST and DISPENSATIONS:**

None

**N.8 MINUTES:**

**RESOLVED:** That the minutes of the Committee Meeting held on 5<sup>th</sup> July 2018, were confirmed and signed by the Chair.

**N.9 RECOMMENDATION received from Neighbourhood Plan Project Administrator**

**To approve a Logo for the Westbury Neighbourhood Plan**

**Recommendation**

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

**RESOLVED TO APPROVE THE ABOVE RECOMMENDATION with the following amendment:**

To appoint a graphic designer who can take the logo and use Westbury properties and reformat font.

**N.10 RECOMMENDATION received from Neighbourhood Plan Project Administrator**

**Recommendation**

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

**RESOLVED TO APPROVE THE ABOVE RECOMMENDATION with the following amendments:**

- To merge The Neighbourhood Plan Steering Sub-Committee with the suggested Westbury Neighbourhood Plan Steering Group.
- Add a new task group - Leighton House Site
- Make a recommendation to Town Council regarding delegated powers of this group.
- Meeting times will need to be flexible to allow representation from all stakeholders including business and public.

**N.11 RECOMMENDATION received from Neighbourhood Plan Project Administrator**

**Recommendation**

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

**RESOLVED TO APPROVE THE ABOVE RECOMMENDATION with the following amendment:**

The Councillors to provide feedback to the Neighbourhood Plan Project Coordinator regarding the Draft Terms of Reference by Thursday 23<sup>rd</sup> August in time for Town Council Monday 3<sup>rd</sup> September 2018.

**N.12 BUDGET BIDS**

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

**The Neighbourhood Plan Sub-Committee agreed to make a budget bid of £10,000 to Town Council Monday 3<sup>rd</sup> September 2018 for the continued development of the Neighbourhood Plan.**

10.56am

Signed on behalf of the meeting this 16th day of August 2018

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Chairman