



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

Dear Councillors and Steering Group members

You are summoned to attend a Meeting of **NEIGHBOURHOOD PLAN STEERING SUB-COMMITTEE** to be held at **10.30am** on **THURSDAY, 13th SEPTEMBER 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 10.30am (registration 10.20am – 10.30am).

Yours faithfully

Mrs D Urch, Town Clerk
5th September 2018

PUBLIC FORUM: commencing 10.30am 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 16th August 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 consider the recommendation for the Town Council to adopt the revised terms of reference for the Neighbourhood Plan Steering Group

[Link to revised terms of reference](#)

5. RECOMMENDATION received from Neighbourhood Plan Project Administrator

Appoint members to theme groups:

Employment, Economy and Education
Design, Development and Housing
Transport
Health, Leisure and Wellbeing
Environment
Leighton House Site

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

To note the Revised National Planning Policy Framework (NPPF) – Briefing Note - Published July 24th 2018

[Link to revised national planning policy framework – briefing note](#)

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

To consider the recommendation for the Town Council to adopt the Draft Neighbourhood Plan Communication Strategy

[Link to draft neighbourhood plan communication strategy](#)

8. CHAIRMAN'S COMMUNICATIONS

9. DATES OF NEXT MEETINGS

Proposed 25th October 2018, 15th November, 13th December