



Dear all,

Councillors are summoned, and members of the public invited to attend a Meeting of **NEIGHBOURHOOD PLAN STEERING SUB-COMMITTEE** to be held at **10.30am** on **THURSDAY, 25thOCTOBER 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

Mr Phil McMullen, Neighbourhood Plan Project Administrator
17th October 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**

[Link to previous minutes](#)

To approve as a correct record, the Minutes of the Neighbourhood Plan Steering Sub-Committee Meeting held on the 13th September 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.

Note: No new decisions can be taken

Members' matters arising from these previous minutes

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

Adopt the theme group proposal and look at increasing theme group members

[Link to Theme Group Information](#)

5. RECOMMENDATION received from Neighbourhood Plan Project Administrator

To consider the strategy for the Business Mailout

6. RECOMMENDATION received from Neighbourhood Plan Project Administrator

To consider any questions for Tetlow King (Planning Consultants) - joining us on the 13th December

7. RECOMMENDATION received from Neighbourhood Plan Project Administrator

To consider the design for the Neighbourhood Plan Logo

8. RECOMMENDATION received from Neighbourhood Plan Project Administrator

To approve the purchasing of Maps

9. CHAIRMAN'S COMMUNICATIONS

10. DATE OF NEXT MEETING

15th November 2018