



Dear all,

Councillors are summoned, and members of the public invited to attend a Meeting of **NEIGHBOURHOOD PLAN STEERING GROUP** to be held at **10.30am** on **THURSDAY, 15<sup>th</sup> NOVEMBER 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**  
**8<sup>th</sup> November 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 25<sup>th</sup> October 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)**

Following discussions of items of potential interest at the last meeting, it is proposed that there is a formal register of interests which should be completed by voting members of any of our groups.

[Link to Draft Register of Interests](#)

[Link to Register of Interests motion template](#)

**5. RECOMMENDATION received from Neighbourhood Plan Project Administrator**

A second quote was obtained for the purchasing of maps, this was more cost effective than the previous quote. The new total is £130.00 for 5 maps

**6. RECOMMENDATION received from Neighbourhood Plan Project Administrator**

To receive reports from theme groups:

- 6.1 Design, Development and Housing
- 6.2 Employment, Economy, Education and the Arts
- 6.3 Environment
- 6.4 Health, Leisure and Wellbeing
- 6.5 Heritage
- 6.6 Transport

**7. CHAIRMAN'S COMMUNICATIONS**

**8. DATE OF NEXT MEETING**

13<sup>th</sup> December 2018