



Westbury Town Council

The Laverton, Bratton Road, Westbury

Wiltshire BA13 3EN Tel: 01373 822232

E-mail: info@westburytowncouncil.gov.uk

<http://www.westburytowncouncil.gov.uk>

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, 14th MARCH 2019** 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 Philip McMullen, Neighbourhood Plan Project Coordinator
6th March 2019

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 of the PREVIOUS MEETING**

[Link to previous minutes](#)

To approve as a correct record, the Minutes of the Neighbourhood Plan Group Meeting held on the 13th December 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

3.1 Matters arising from these previous minutes

4. FINANCE

Budget update: spend to date and budget remaining

5. UPDATES from Theme Groups

To discuss the current status of each of the six Theme Groups, bearing in mind the subject headings circulated on 19th February:

- a) Description of the Issue
- b) What is good about this?
- c) What opportunities are there for improvement?
- d) Confirmation that source(s) of evidence used are being recorded

Theme Groups

- 5.1 Design, Development and Housing
- 5.2 Employment, Economy, Education and the Arts
- 5.3 Environment
- 5.4 Health, Leisure and Wellbeing
- 5.5 Heritage
- 5.6 Transport

6. RECOMMENDATION received from Neighbourhood Plan Project Administrator

Discuss subscribing to Andrea Pellegram Ltd newsletter (Planning Local)

7. DATE OF NEXT MEETING

The next meeting of the Steering Group is to be held on 11th April 2019

Dates of subsequent 2019 Meetings:

- 9th May 2019
- 13th June 2019
- 11th July 2019
- No August meeting
- 12th September 2019
- 31st October 2019
- 28th November 2019
- 19th December 2019

8. CHAIRMAN'S COMMUNICATIONS