

09 November 2018

## NOTICE OF MEETING

### Meeting of the Neighbourhood Plan Committee

**Date: Wednesday 14 November 2018 at 7.15 pm**

**Venue:** The Committee Room of the Botley Centre, High Street, Botley

All Members of the Neighbourhood Plan Committee are summoned to attend.  
Councillors: R Clark, Mrs S Grinham, R Hann, G Hunter, J Jones, C Mercer, Ms A Myerscough, A Trace, D Weeden, S Wildin

*A short period of time will be available during the meeting for members of the public observing the meeting to briefly express a view or ask questions on relevant matters on the following agenda. The public are invited to stay and observe the remainder of the public session.*

### Business to be transacted

|     |   |   |
|-----|---|---|
| 1.  | <b>To accept apologies for absence</b>  |   |
| 2.  | <b>Declarations of Interest on items on the Agenda</b>  |   |
| 3.  | <b>To approve the Neighbourhood Plan Committee Minutes of 17 October 2018</b> – draft circulated with Agenda                                |   |
| 4.  | <b>Matters Arising from the minutes of the previous meeting</b>   |   |
| 5.  | <b>Duration of Committee meetings</b> - to discuss agreement to continue meetings till 10pm   |   |
| 6.  | <b>Requested revisions to the Committee's Terms of Reference and supporting Operational Policy</b> - drafts circulated with Agenda          |   |
| 7.  | <b>Training for Committee members</b> - progress to date  |   |
| 8.  | <b>Funding for the Neighbourhood Plan process</b> - current NP reserve held by Parish Council, application by BPC for NP Grant via Locality |   |
| 9.  | <b>Advertising the relaunch of the Neighbourhood Plan process</b> - draft flyer circulated with Agenda, methods to display flyer            |   |
| 10. | <b>Attracting non-Councillor members for the Committee</b> - methods to use   |   |
| 11. | <b>Meeting with Tony Charles on 01 November 2018</b> – report circulated with Agenda  |   |
| 12. | <b>Meeting with Eastleigh Borough Council Planners</b> - progress to date, decide attendees   |   |
| 13. | <b>Project Plan</b> - purpose, method and progress to date  |   |
| 14. | <b>Document Library</b> - purpose, method and progress to date  |   |
| 15. | <b>Working Groups</b> – drafts circulated with Agenda   | Groups and consolidation of topics<br>Possible issues considered by Groups<br>Group membership<br>Organisational, editorial/presentational and Identification/version control |
| 16. | <b>Working Group Paper</b> - Education (final draft) circulated with Agenda   |   |
| 17. | <b>Correspondence</b> - no items of correspondence received   |   |
| 18. | <b>Date of next meeting:</b>  | 19 December 2018, to be agreed at the meeting<br>To consider fixed weekday for future meetings  |

Agenda issued by Cllr David Weeden, Neighbourhood Plan Committee Chairman

**Note:** Committee meetings finish at 10 pm unfinished business will be adjourned to another meeting

- Botley Parish Council Standing Orders apply.
- The Openness of Local Government Bodies Regulations 2014 apply.
- Recommendations are to be debated but will not necessarily be agreed.