

**WEST CHILTINGTON PARISH COUNCIL**  
**Neighbourhood Plan Steering Group**  
**#34 Meeting**  
**on Wednesday 26<sup>th</sup> September 2018 at 3.30pm**  
**Venue: Parish Council Reading Room**

**Present:** S Davis, J Fryer, M Monks, M Chaffe (Process Matters), Debbie Jarvie - Assistant Parish Clerk

1. **Appoint Chairman for the meeting** - M Monks was appointed
  
2. **Apologies for absence** - R Gustar
  
3. **Declarations of interest** - The Neighbourhood Plan Steering Group Committee can make proposals, not decisions on matters relating to the Neighbourhood Plan. Any such proposals will be referred to the Parish Council for decision. -

No declarations of interest noted.

**4. Review of draft Appendices**

A review of Appendices Getting Around West Chiltoning and Green Infrastructure and Ecosystem Services completed

**5. Update from Neighbourhood Planning Conference 2018**

Councillors Monks and Davis updated on information arising from the Conference.

**6. Review up to date 'to do' list**

Outstanding areas for completion were discussed and deadline dates set for submission to M Chaffe

**7. Review Next Stage**

The following timeline was established;

- 22<sup>nd</sup> October - all documents to MChaffe
- 6<sup>th</sup> November - review of draft document by Councillors
- 13<sup>th</sup> November - NP on full Parish Council Meeting Agenda
- 19<sup>th</sup> November - Submit NP to HDC

**8. Date of next meeting - 17<sup>th</sup> October 2018 - 4pm**