

WEST CHILTINGTON PARISH COUNCIL
Neighbourhood Plan Steering Group
#35 Meeting
on Wednesday 17th November 2018 at 4pm
Venue: Parish Council Reading Room

Present: S Davis, R Gustar, 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** - J Fryer

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 master Neighbourhood Plan** - M Chaffe discussed areas for amendments. The amendments will be carried out and forwarded to Councillors for review of draft document.

5. **Discuss letter to go to HDC regarding progress of plan** - M Chaffe will relay information to be sent BCHilds, HDC with information and dates for the next stage of submitting draft plan

6. **Housing Allocation Report** - Councillor Monks reported back on discussion with AECOM on housing allocation calculation. The progress on the report was shared and will be finalised for review by Councillors.

7. **Date of next meeting** - To be confirmed once Councillors have met and information received from HDC