

**WEST CHILTINGTON PARISH COUNCIL
Neighbourhood Plan Steering Group
#31 Meeting
on Tuesday 24th July 2018 at 4pm
Venue: Parish Council Reading Room**

Present: M Monks, S Davis, J Fryer, 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.
 4. **Review of AECOM response** - Request a copy of the final draft report to ensure all queries have been addressed.
 5. **Review HDC response** - Completed by Councillors
 6. **Date of next meeting** - Wednesday 8th August at 4pm
- .