

To: Members of the Neighbourhood Plan Steering Group
Cllrs Houghton (Chairman), Allsopp, M. Bartram, C. Mead and S. Mead.
S. Carter, B. Davis, M. Bassett

Date: 1st October 2021

Dear All

You are summoned to attend a Meeting of the Neighbourhood Plan Steering Group Committee, which will be held at 7pm on **Monday 11th October 2021** at Willington Village Hall, 6 Twyford Road, Willington, Derbyshire, DE65 6DE.

Yours sincerely

Debra Townsend

Debra Townsend
Clerk/RFO

AGENDA

1. **To Receive Apologies for Absence.**
2. **Variation of Order of Business (if required).**
3. **Declaration of Members' Interests**
 - a) Members must ensure that they advise the Clerk of any Declaration of Members Interests by email prior to the start of the meeting and must indicate the action to be taken (ie to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item).
 - b) Where a member indicates that they have a prejudicial interest but wish to make representation regarding the item before leaving the meeting, those representations must be made under item (c) of Public Speaking.
4. **To consider a resolution to close the meeting for public participation under the Public Bodies (admission to meetings) Act 1960.**

"In view of the confidential nature of item..... to consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, S1, in order to discuss the item"
5. **Minutes**

To agree the Minutes of the NP Steering Group Meeting held on 7th September 2021 as a true record (attached at Item 5).
6. **Questionnaire**

Update on the progress of the survey/questionnaire.
7. **Survey**

To agree the requirements and costs of pamphlet holders, reminder flyers, sponsored social media posts, and any other miscellaneous matters within the scope of this matter.
8. **Planning Consultation Process**
9. **Items for the next Meeting**

To agree matters to be included on the Agenda for the next Meeting.
10. **Date of next Meeting**