



BELPER
TOWN COUNCIL
Working for the community

To members of the Neighbourhood Plan Working Group

Councillors: Cllr Hurst
Cllr Spendlove
Cllr Smith
Cllr Sutton

Non Councillor Members:

Roger Shelley
John Porter
Katie Harris
David Fisher
Sally Fisher
Andrew Huskinson
Christine
John Morrissey
Paul Terry
Wendy Mitchell

15 June 2017

Dear Colleague

Meeting of the Neighbourhood Plan Working Group

Please note the next meeting of the Neighbourhood Plan Working Group is to take place **7.30pm on Tuesday 20 June 2017** in St John's Chapel, The Butts, Belper, DE56 1HX when the following Agenda will apply.

Yours sincerely

E. Page
Town Clerk

AGENDA

1. To receive apologies for absence.
2. To note Declarations of Interest.
3. To approve the Minutes of the final Steering Group meeting
4. To note the Terms of Reference as approved at Full Council on 13 June 2017.

5. To appoint Members to the Working Group
 - Cllr P Hurst – appointed by BTC
 - Cllr Smith– appointed by BTC
 - Cllr Spendlove– appointed by BTC
 - Councillor Sutton – appointed by BTC
 - Wendy Mitchell
 - Christine Blake
 - Roger Shelley
 - John Porter
 - Katie Harris
 - David Fisher
 - Sally Fisher
 - John Morrisey
 - Andrew Hutchkinson
 - Paul Terry
 - To make any other appointments

6. To appoint Members to Working Group positions as follows -
 - Chairman – already appointed by the Council – Cllr Hurst
 - Vice Chairman
 - Finance Officer – already appointed by the Council – Cllr Sutton
 - Communication Officer
 - Minutes Secretary – Wendy Mitchell – formerly of the Steering Group
 - Plan Editor – Christine Blake – formerly of the Steering Group
 - Housing and Built Environment facilitator – Roger Shelley
 - Transport and Travel Facilitator – John Porter
 - Leisure and Sports Facilitator – Katie Harris
 - Green and Open Spaces Facilitator – David Fisher
 - Business and Employment facilitator – Christine Blake
 - Cultural Heritage Facilitator – John Morrisey
 - Liaison with Belper housing and developments interest groups – Paul Terry
 - Any other appointments

7. To discuss and agree roles of appointments including Facilitators

8. To note the Standing Orders and Financial Regulations relevant to this Working Group

9. To agree list of future dates for the Working Group Meetings.

10. To note progress on Website/Communications.

11. To appoint Helen Metcalf as the Group's Consultant

12. To review the Draft Plan and comments from the Council
13. To receive final/handover report of Steering Group Treasurer.
14. To agree a Budget and to agree to submit the Budget to Locality in support of the Grant application
15. To agree that a Site allocation survey is required and to submit a request to Locality to fund/undertake/assist with the Site Allocation Survey
16. To agree Draft Timetable
17. To agree Risk Log
18. To agree draft Agenda for future Meetings
19. Public Speaking

A maximum of three (3) minutes or at the Chairman's discretion will be made available for each member of the public wishing to address the meeting in relation to matters discussed/or the Neighbourhood Plan generally

20. Items for Agenda for the Next Meeting.
21. Date of next meeting.