Hemswell Cliff Parish Council
Neighbourhood Plan Committee

9 September 2019

Dear Member

You are requested to attend a meeting of Hemswell Cliff Parish Council's Neighbourhood Plan Committee to be held on **Monday 16 September 2019, commencing at 7.00pm, in the Room of Requirement, at Hemswell Cliff Primary School.**

The agenda for the meeting is set out below.

Helen Reek
Clerk to Hemswell Cliff Parish Council

Agenda

Agenda Number	Item
1	**Apologies**
	<u>Procedural Items – items not requiring written notice</u>
2	**Declarations of Interest** To receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any applications for dispensations in relation to disclosable pecuniary interests.
3	**Public Questions** In accordance with Standing Order 3 (e–k), members of the public may ask questions in respect of any item of business included in the agenda. The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public may only speak once and for no longer than three minutes. ***The meeting will be adjourned to allow for public questions.***
4	**Minutes of the Committee Meeting held on Monday 22 July 2019** To consider approving the minutes as a true and accurate record.

	Business Items – matters requiring written notification
5	**Presentation from Open Plan on outstanding tasks and timetable** To update on feedback from any engagement activities or plan future ones since the previous meeting.
6	**Neighbourhood Character, Vision, Objectives and Policy Outline** To agree and finalise the neighbourhood character, vision, objectives and policy outline.
7	**Site Appraisal** To receive the latest update on the Site Appraisal Assessment following the Call for Sites. This includes the Sergeants' Mess site.
8	**Masterplan and Neighbourhood Plan** To understand the relationship between both documents.
9	**Neighbourhood Plan Grant** To consider the spend of the remaining grant and the completion of the technical aspects.
10	**Items to post on the Parish Council website and the Trent-Cliff Gazette.** To consider any publicity or information.
	Next Committee Meeting – items not requiring written notice
11	**Items for Inclusion on the Next Committee Meeting Agenda** Members are requested to use this opportunity to raise items for future committee meeting agendas.
12	**Date and Time of Next Meeting** The next meeting is scheduled for Monday 21 October 2019 at 7pm. To agree further scheduled meetings until the completion of the Plan.