



SIDMOUTH TOWN COUNCIL

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16th March 2016

To: (Cllr. Louise Cole, Cllr. Michael Earthey, Cllr. Ian McKenzie-Edwards, Deirdre Hounsom, Claire Russell, Daniel Turner, Richard Thurlow, Graham Cooper, Janet Harding, Jeremy Woodward, Natalie Bentall, Michael Brittain)

For Information:

Neighbourhood Plan Officer, East Devon District Council

Town Clerk

Chairman of the Council

Dear Sir/Madam,

**Sid Valley Neighbourhood Plan Steering Group
Monday 21st March at 6.30pm**

The Steering Group meeting will be held in the Council Chamber, Woolcombe House, Sidmouth, to consider the matters detailed on the agenda below.

Yours faithfully,

Christopher E Holland
Town Clerk

A G E N D A

- 1 **Chair of the Steering Group**
To confirm Deirdre Hounsom as Chair of the Steering Group
- 2 **Appointment of Deputy Chair**
To elect and appoint a Deputy Chair for the Steering Group
3. **Terms of Reference**
To approve the Terms of Reference of the Steering Group
- 4 **Code of Conduct and Declarations of Interest**
Town Clerk to outline the Code of Conduct guidance and importance of registering interests. (Declarations to be completed and returned to the Town Clerk by 1st April 2016)

5 **Introduction to the Neighbourhood Plan process**

An outline and recap of the Neighbourhood Plan Process and Legal Framework

6 **Proposed structure of Neighbourhood Plan Steering Group**

To consider the proposed structure and best practice for carrying out the Neighbourhood Plan Process in the Sid Valley.

7 **Proposed meeting dates**

To consider and confirm future meeting dates. Suggested dates have been set out below:

14th April 2016

9th May 2016

20th June 2016

11th July 2016

6th September 2016

26th September 2016

8 **Next meeting**

To discuss agenda and venue.