

WOODBIDGE TOWN COUNCIL

Minutes of a meeting of the **NEIGHBOURHOOD PLANNING SUB-COMMITTEE** held in the Shire Hall, Market Hill, Woodbridge on WEDNESDAY 6th APRIL 2016 at **9.30a.m.**

Councillors:

Present: G Holdcroft, P Mulcahy and E O’Nolan

Absent without
Apologies: C Perkins

In Attendance: Town Clerk

434. **MEMBERS AND OFFICERS WERE INVITED TO MAKE ANY DECLARATIONS OF DISCLOSABLE PECUNIARY OR LOCAL NON-PECUNIARY INTERESTS THAT THEY MAY HAVE IN RELATION TO ITEMS ON THE AGENDA AND WERE ALSO REMINDED TO MAKE ANY DECLARATIONS AT ANY STAGE DURING THE MEETING IF IT BECOMES APPARENT THAT THIS MAY BE REQUIRED WHEN A PARTICULAR ITEM OR ISSUE IS CONSIDERED**

None.

435. **QUESTIONS TO THE CHAIRMAN**

None

436. **CONFIRMATION OF MINUTES OF THE MEETING HELD ON 29TH FEBRUARY 2016**

IT WAS RESOLVED that the minutes of the previous meeting held on 29th February 2016 be confirmed and signed as a true record.

437. **MATTERS ARISING**

None

438. **TO REVIEW AND CONFIRM ANY CHANGES TO THE TERMS OF REFERENCE FOLLOWING ON FROM THE INFORMAL MEETING**

Councillor Holdcroft agreed to amend the Terms of Reference document following on from the informal meeting with the Steering Group Leads and in response to their comments.

439. **TO REVIEW THE RESPONSE FROM CURRENT GROUP LEADS TO BE ABLE TO OFFICIALLY INVITE ON TO THE STEERING GROUP**

The Sub-Committee asked the Clerk to write to Jill Barrett thanking her for her valuable contribution to the work of the Woodbridge Neighbourhood Plan and the time and effort she had put in to moving this along.

Mr David Houchell to be invited to join the Steering Group as he had complied with the Suffolk Code of Conduct and the Clerk/Councillor O’Nolan to contact Ms Gwizdala and Ms Healey to see if they would comply also.

The Steering Group meeting to be held at 6.00 p.m. on 11th April 2016 and the Clerk to send out an agenda.

440. **TO CONFIRM THE MEETING SCHEDULE OF THE STEERING GROUP AND SUB-COMMITTEE GOING FORWARD**

The Sub-Committee to have daytime meetings on a Monday morning in the future. However due to difficulties in arranging the next meeting, it will be held on Wednesday 27th April at 9.00 a.m.

441. **ANY OTHER MATTERS OF REPORT AT THE DISCRETION OF THE CHAIRMAN**

Councillor Holdcroft to prepare a “barebones” statement and facts which will be considered at the next meeting

Councillor Mulcahy
Chairman