

## WOODBIDGE TOWN COUNCIL

Minutes of a meeting of the **NEIGHBOURHOOD PLANNING SUB-COMMITTEE**  
held in the Shire Hall, Market Hill, Woodbridge on **MONDAY 29<sup>TH</sup> FEBRUARY 2016** at **10.00a.m.**

### **Councillors:**

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

Apologies: None

In Attendance: Town Clerk and Councillor Falconer

386. **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.

387. **CONFIRMATION OF MINUTES OF THE MEETING HELD ON 15<sup>TH</sup> FEBRUARY 2016**

**IT WAS RESOLVED** that the minutes of the previous meeting held on 15<sup>th</sup> February 2016 be confirmed and signed as a true record.

388. **MATTERS ARISING**

None

389. **REVIEW OF ACTION POINT – DRAFT TERMS OF REFERENCE OF STEERING GROUP**

The Sub-Committee considered the Draft Terms of Reference as prepared by Councillor Holdcroft and it was **agreed** to arrange an informal meeting with the Steering Group leads to discuss this document.

390. **TO DISCUSS THE RESPONSE TO THE LETTER TO STEERING GROUP LEADS (AND POSSIBLE ALTERNATIVES)**

No responses had been received so far. This matter to be discussed at the informal meeting.

391. **TO CONSIDER FUTURE MEETING DATES OF SUB-COMMITTEE AND STEERING GROUP**

Mrs Tonkin to be asked to email the Steering Group leads.

392.

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

- a. Councillor Holdcroft asked that the Sub-Committee meet with Mrs Hilary Hanslip at Suffolk Coastal District Council to find out what is expected and timescales. A suggestion of 2.30pm (ish) on 14<sup>th</sup> March 2016 was made and the Clerk was asked to seek this date/time.
- b. Councillor O’Nolan said a proposed meeting with Martlesham Parish Council did not happen and another date was awaited. **Noted.**

Councillor Mulcahy  
Chairman