



## Newbury Town Plan

### Meeting of Steering Group

7.30 pm Wednesday 16 November 2016

(Council Chamber, Town Hall)

Steering Group Members: Councillors Jeanette Clifford / Lynne Doherty, Adrian Edwards, Miles Evans, John Gardner, David Goff, Anthony Pick and Howard Bairstow.

### Agenda

1. Election of Chairman
2. **To Note** the Terms of Reference for the Steering Group (Appendix 1.)
3. **To Note** the guidance from The Town Council's Planning and Highways Committee (Appendix 2.)
4. **To Agree** a method approach for preparation of the Town Plan
5. **To Agree** the proposed time-scale for delivery of the Town Plan
6. **To Agree** any Working groups that should be established for delivery of the Town Plan and how their membership might be formed
7. **To agree** a Communications plan for the Town Plan  
(See draft letters attached, appendix 3)
8. **To Agree** the frequency of Meetings for the Steering Group
9. **To Consider** any actions for the next meeting of the Steering Group
10. **To Agree** a date for the next meeting.