

5<sup>th</sup> December 2013

Dear Sir/Madam,

I have to inform you that the next meeting of the Steering Group of the Armthorpe Neighbourhood Development Plan will be held in Armthorpe Community Centre, Welfare Park, Church Street, Armthorpe, on **Tuesday, 10<sup>th</sup> December 2013**, commencing at **6.00 pm**.

In the circumstances, it would be appreciated if you are able to attend this meeting.

Yours faithfully,

Clerk to the Council.

#### **Agenda**

1. Declarations of Interests (if any).
2. Apologies.
3. Minutes of the last meeting of the Steering Group held on 19<sup>th</sup> November 2013 (enclosed).
4. To note that at its meeting held on 3<sup>rd</sup> December 2013, the Parish Council approved the recommendations in Minute 24 (3) and (6) (a) and (b) of the Steering Group Minutes held on 19<sup>th</sup> November 2013.
5. To consider the contents of the below-mentioned emails and attachment (which are enclosed) and determine what action to take:-
  - (a) Email dated 21st November 2013 from Mrs. J. Stimpson to Mr. Iain Griffin of MLA Planning Consultants on behalf of Mr. P. Lodge, seeking clarification of the outcome of the Transport Assessment relating to land at Nutwell South, together with the reply from Mr. Griffin, dated 26<sup>th</sup> November 2013;
  - (b) Email dated 25<sup>th</sup> November 2013, from Mr. Iain Griffin of MLA Planning Consultants, together with a four page summary of the Transport Assessment prepared by Fore Consulting Limited relating to land at Nutwell South.

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6. To identify what is required to progress the process for the production of a final Draft Plan and consider the enclosed draft time line relating to the same.
7. To determine any recommendations that should be made to the Parish Council.
8. To fix the date and time of the next meeting.