

10th October 2012

Dear Sir/Madam,

I have to inform you that the first 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, 16th October 2012**, commencing at **6.30 pm**.

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

Yours faithfully,

Clerk to the Council.

Agenda

1. Welcome and introductions.
2. Conduct of Meetings (Appointment of Chairman and/or Vice-Chairman of the Group?).
3. Declarations of Interests (if any).
4. Overview of neighbourhood planning.
5. To consider the Terms of Reference of the Steering Group - see enclosure.
6. Role of Doncaster Council and the Local Development Framework.
7. Key dates and stages.
8. Preparation of the Issues Report - see enclosure.
9. Consultation and engagement programme and timetable - see enclosure.
10. Dates for item 7.
11. Recommendations to the Parish Council.
12. Any other business.
13. Date and time of next meeting.