

**MINUTES OF NEIGHBOURHOOD PLAN DELIVERY AND MONITORING GROUP  
HELD ON THURSDAY 28 JULY 2022  
HELD IN THE ASTLEY ROOM, BROUGHTON ASTLEY VILLAGE HALL**

PRESENT: Councillors R Davis, D Glenis, C Grafton-Reed, and J Worrell

APOLOGIES: Councillors R Capewell, Mallaghan and Mrs M Stell

NO APOLOGIES: Councillor Oliver

OTHERS PRESENT: G Kirk - YourLocale

CLERK: Mrs D Barber

22.278 **1. APOLOGIES**

Apologies were received from Councillors R Capewell, Mallaghan and Mrs M Stell

22.279 **2. DECLARATION OF MEMBERS INTERESTS**

No declarations of Members interests were declared.

**3. OUTSTANDING RECOMMENDATIONS**

Members received a copy of the outstanding recommendations which were reviewed and updated accordingly.

22.280 **RECOMMENDED: That the outstanding recommendations are accepted.**

**4. CALL FOR SITES – LETTER TO THE COMMUNITY**

Members received a draft copy of a letter which was circulated prior to the meeting to allow for any changes, amendments, or additions. The group worked through the letter and agreed the final draft. Once the Parish Manager had made all the necessary amendments, the final draft will be circulated amongst Members.

22.281 **RECOMMENDED: That the Call for Sites letter to the community is approved and circulated**

**5. CALL FOR SITES – LETTER TO LANDOWNERS**

Members also received a draft copy of a letter which will be issued to landowners following the Call for Sites letter to the community. The group made the necessary amendments to this document and approved the final draft.

22.282 **RECOMMENDED: That the Call for Sites letter to landowners is approved and circulated.**

22.823 The meeting closed at 9.27pm