



Wickersley Community Centre,  
286 Bawtry Road, Wickersley,  
Rotherham.  
S66 1JJ  
Clerk: Rachel Chico  
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19<sup>th</sup> January 2018

Dear Steering Group Members,

You are hereby summoned to attend a meeting of the Neighbourhood plan steering group, to be held on **Monday 29<sup>th</sup> January 2018**, at Wickersley Community Centre & Library, 286 Bawtry Road, Wickersley commencing at **7.00 p.m.** for the purpose of transacting the following business:

Margaret Rhodes  
Assistant Clerk to the Council

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**BUSINESS**

**ENCLOSURE:**

1. To appoint the Chair of the Committee
2. To appoint the Vice-Chair of the Committee
3. To receive apologies for absence
4. To carry out introductions of people in attendance
5. To approve the terms of reference of the committee and give an overview of the steering group
6. To confirm the designated area **(A)**
7. To agree Neighbourhood Plan timeline **(B)**
8. To approve the consultant brief **(C)**
9. To agree tender process and panel
10. To agree selection criteria
11. To discuss consultation options
12. To agree meeting schedule for 2018 (all meetings held at 7pm on Mondays unless stated):

Please note meeting dates maybe added in accordance with requirements.

23<sup>rd</sup> April 2018  
2<sup>nd</sup> July 2018  
8<sup>th</sup> Oct 2018