



Swavesey Neighbourhood Plan Steering Group Meeting

To all members of the Swavesey Neighbourhood Plan Steering Group

DATE: Monday 6th February 2017 **TIME: 7.00pm** **VENUE: The Memorial Hall, High Street**

Mrs L Miller, Clerk to Swavesey Parish Council, 31st January 2017

STEERING GROUP MEMBERS: TBC QUORUM: 5 (TBC)

AGENDA

- 2017/02NHP-1 To receive and approve apologies for absence:
Glyn Jones, Nick Smart
- 2017/02NHP-2 Declarations of Interest
- 2017/02NHP-3 To approve the Notes from the meeting of 19/01/2017
Matters Arising
- 2017/02NHP-4 To approve Terms of Reference
- 2017/02NHP-5 Election of Officers:
- Chairman
 - Vice-Chairman
 - Finance Co-ordinator
 - Clerk
 - Parish Council Liaison
 - PR – Communications Co-ordinator
 - Other roles to be discussed/decided
- 2017/02NHP-6 To discuss next actions, including:
- **SCDC training/workshops:**
 - 22nd Feb – Policy writing - WW, PW, LN attending
(4 from Gamlingay NH Plan Group will be attending)
 - 13th Mar – Affordable Housing – MJ, WW attending
- Actions to be identified at the meeting
- 2017/02NHP-7 Schedule of future meetings and Items for next meeting

Swavesey Parish Council Chairman – Mr Will Wright

Clerk to the Parish Council: Mrs Linda Miller, 21 Thistle Green, Swavesey, CB24 4RJ
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