



Swavesey Neighbourhood Plan Steering Group Meeting

To all members of the Swavesey Neighbourhood Plan Steering Group

DATE: Thursday 19th January 2017 **TIME:** 7.00pm **VENUE:** The Memorial Hall, High Street

Mrs L Miller, Clerk to Swavesey Parish Council, 13th January 2017

STEERING GROUP MEMBERS: TBC at first meeting **QUORUM:** 5 (TBC)

AGENDA

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| 2017/01NHP-1 | To receive and approve apologies for absence | |
| 2017/01NHP-2 | Declarations of Interest | |
| 2017/01NHP-3 | Welcome and introductions | WW, DH |
| 2017/01NHP-4 | Background and Progress Report | WW, DH |
| 2017/01NHP-5 | To run through actions required, including: <ul style="list-style-type: none">(i) Draft a constitution/terms of reference for Steering Group(ii) Publicity: Website, Facebook, Village magazine(iii) Consultation with residents and stakeholders<ul style="list-style-type: none">- Compile list of stakeholders: Businesses, Churches, Charities, Clubs/Organisations, Schools, landowners, etc- Draft consultation leaflet for above to help formulate Focus Groups and Policy Areas Other actions to be identified at the meeting | Everyone |
| 2017/01NHP-6 | To Elect a Chairman and Vice-Chairman
To review other roles and responsibilities | |
| 2017/01NHP-7 | Format and dates for next meetings | |

Swavesey Parish Council Chairman – Mr Will Wright

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