

STEERING GROUP MEETING 15/12/14 7.30pm AT THE VILLAGE HALL

Present: Flo Churchill (critical friend), Barry Armstrong, Gordon Dent, Chris Smith, Elizabeth Elphick, John Reynolds, Brian Jones, Brian Gray, Peter Coleman, John Davis, Glen Hamilton, Eileen Riden, Jan Taylor

Clerk: Janet Burnett

1. Flo Churchill ran through Sutton Valence Neighbourhood Plan Project Plan.
2. Owners of various stages were agreed as per attached plan.
3. John Reynolds was elected on to the Steering Group
4. Clerk to add to next Parish Council agenda a request to link from the Parish Council Website to a Neighbourhood Plan website.
5. Flo to send through examples of questionnaires
6. The three groups – Planning & Development, Roads and Transport and Infrastructure to produce four questions for the questionnaire by the first week in January.
7. Purchase of Lap top, screen and projector was approved as essential for future meetings and presentations.
8. Clerk to register the Neighbourhood Plan Committee with the Information Commissioners Office for data protection issues.
9. Statement of Community Engagement to be drawn up by Barry Armstrong
10. Steering Committee to meet monthly, other Committees as necessary
11. Date of next meeting 19/1/15 at 7:30pm at the Village Hall