

## Neighbourhood Plan Steering Group Meeting Agenda

Monday, 21<sup>st</sup> September 2020 at 3.30pm

To be held virtually via Zoom:

<https://us02web.zoom.us/j/86257514825?pwd=L2xSRmdSTmtDZjdRd0FxUWVwajJYQT09>

**Meeting ID: 862 5751 4825**

**Passcode: ARrr4u**

1. Welcome & apologies for absence
2. To agree notes from the last meeting (attached)
  - a. 21<sup>st</sup> July 2020 (attached) & matters arising:
    - i. Item 4: RM to add population details and respondent totals to survey document (completed)
    - ii. Item 4: Upload survey results to website (completed)
    - iii. Item 5: RQ to contact SG members to see if they wish to join volunteer group (completed)
    - iv. Item 5: RH to invite members of public have expressed an interest to join volunteer group (completed)
  - b. 1<sup>st</sup> September 2020
3. Terms of Engagement – KB Planning (tender document is attached)
  - a. To agree process of communication between the Steering Group and KB Planning
  - b. To agree any other protocols to be established
  - c. To agree priority tasks for the next 4 weeks & allocate responsibilities
4. Volunteer Group: to agree what the group will work on & content for first meeting on 28<sup>th</sup> September, 7pm
5. Items for discussion at the next meeting
6. Date of next meeting: date & time