

# Woolpit Neighbourhood Plan Steering Group

10 March 2016

## Agenda

### 1 Feedback from working groups

### 2 Set up Steering Group

#### 2.1 Membership

- members proposed by subgroups
- Parish Council (PC) members
- other key members

#### 2.2 Roles

- nominate and elect chair and vice-chair

#### 2.3 Preliminary

- distribute terms of reference
  - discuss register of interests
  - agree meetings schedule
- identify channels of communication between PC and Steering Group (NPSG)
- consider whether NPSG is representative enough
  - consider knowledge skills and experience of NPSG
  - check inclusivity and diversity of NPSG
  - suggest additional members if appropriate

#### 2.4 Update

- current position with respect to action plan / roadmap worksheets 2 & 4
- PC actions: designation of neighbourhood area, submission of application to MSDC
- summary of responses garnered by working groups, brief analysis

### 3 Action plan

#### 3.1 Discussions with MSDC (see roadmap worksheet 2)

- make contact with a liaison person
- identify data can they provide
- seek guidance they can give
- identify resources they can offer
- find out about making an application for a grant

#### 3.2 Community engagement strategy (see roadmap worksheet 4)

- identify key partners and stakeholders
- discuss/agree channels of communication with community
- discuss/agree initial community engagement programme: events and activities
- discuss/agree consultation methods
- discuss feedback methods/schedule

#### 3.3 Assign tasks

- liaison with MSDC
- data analysis
- publicity
- community engagement events
- contact responsibility for different stakeholder groups
- questionnaire preparation

### 4 Next Meeting

- date, time, venue; key agenda items

### 5 AOB