

**STEWKLEY PARISH NEIGHBOURHOOD PLAN  
STEERING GROUP MEETING  
8pm TUESDAY 7<sup>th</sup> MARCH 2017 – Vicarage Farm.**

**AGENDA**

1. Apologies for Absence. -
2. Minutes of meeting dated 14<sup>th</sup> February 2017 - SN
3. Matters Arising. & Actions to be taken. -
  - a) 4 people asked and declined. Propose Janette take on Secretary role on her return and we seek two additional members – NB?
  - b) 3a - Letters despatched
  - c) 3b – Meeting held & research undertaken. AP to Update
  - d) 3ci – School visited JW & ND to update
  - e) 3cii – Site schedules re formatted – GM to update
  - f) 3ciii – Production of Flyer – Completed and delivered ND & GM
  - g) 3civ – Publication in Grapevine - Completed ND & GM
  - h) 3cv – Printing of Exhibition items – awaits decision of meeting.
  - i) 3d - Quote from Paul Jobson – JW to update PC decision
  - j) 3e - Update of Drop Box & Web Site documentation – GM.
  - k) 3e - TOR's circulation & signatures – JW
  - l) 4 - Check Emails & Letters – GM
  - m) 5 - Stay Informed Button – Web Site – ND / Natasha
  - n) 6a - Progress Map – GM & ND
  - o) 6b - Papers of Web Site – GM
  - p) 7b - Minutes of 10.1.17 Review & sign off -
4. Changes/Approval to all circulated documents required for 11<sup>th</sup> March, including site information doc, draft policies, comments forms
5. Agreement on other supporting documents required including glossary of terms, recommendations state, HELAA comments on Stewkley
6. Agreement on role and purpose of FB page and what to do with it now
7. Further suggestions on how to improve NP Web Pages
8. Other Communication Strategies that are not Social media to improve outreach.
9. Feed back from meeting with Paul Jobson & next steps.
10. Email from NB dated 3<sup>rd</sup> March

11. Completion of NP Open Spaces Research – ND
12. Staffing of NP Exhibition 11<sup>th</sup> March – ND
13. Any Other Business.
14. Date & Time of Next Meeting – 8pm Monday 10<sup>th</sup> April at RBF.