

Steypning Parish Council



The Steypning Centre, Fletcher's Croft, Steypning,
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TO ALL MEMBERS OF THE STEYNING NEIGHBOURHOOD PLAN (SNP) STEERING GROUP COMMITTEE

**YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE TO BE HELD ON
THURSDAY 13th DECEMBER 2018 AT 7.30 PM IN THE STEYNING CENTRE**

Following the Local Audit and Accountability Act 2014 and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have the right to film/record the meetings of Steypning Parish Council. Members of the public are also advised that by attending a meeting of Steypning Parish Council they give their consent to being filmed/ recorded by other members of the public, if such activity is taking place. Any equipment plugged in to the main electrical power supply of the Steypning Centre must be PAT tested.

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence
- 2.0 DECLARATIONS OF INTEREST AND DISPENSATIONS** – disclosure by members of personal interests in matters on the agenda, and whether the Member regards their interest as prejudicial under the terms of the Code of Conduct.
- 3.0 QUESTIONS FROM THE FLOOR** - Up to 15 minutes will be available to allow for the public to make representations; (2 minutes per person) answer questions or give evidence in respect of any item of business on the agenda, in accordance with Standing Orders.
- 4.0 MINUTES OF THE PREVIOUS MEETINGS**
 - 4.1** To agree and sign the minutes held on the 29th October as a correct record
- 5.0 MATTERS ARISING AND ACTIONS FROM PREVIOUS MEETINGS**
 - 5.1** Any matters arising not dealt with under the following Agenda items will be highlighted by the Chair of the Meeting
 - 5.2** Horsham DC feedback from Meeting on the 19th
- 6.0 VISION STATEMENT**
 - 6.1** To discuss and agree format and content of Vision statement. This will be informed by results from the survey and target release is December 2018
 - 6.2** To discuss and agree the proposed updates for the web site including release of Vision Statement – Members to give feedback on draft proposal and updates



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Deputy Clerk: Hazel Roxby

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7.0 NEXT POP-UP EVENT

7.1 To detail SNP members responsibilities leading up to the next pop-up event

8.0 NEIGHBOURHOOD PLAN SURVEY

8.1 The Survey has now closed. Therefore, to discuss progress made on the survey feedback to date with the draft report due to be reviewed

9.0 NEIGHBOURHOOD PLAN CONSULTANTS

9.1 To discuss and agree progress made with the Consultants. Report form RB.

10.0 LOCALITY AND FINANCE

10.1 Grant funding received by SPC and first Enplan invoice also received

10.2 To discuss the current Budget

11.0 FOCUS GROUPS

11.1 Update and discuss roles to be undertaken by Members

12.0 AECOM

12.1 Update, and to discuss and agree further developments

13.0 ANY OTHER URGENT BUSINESS

14.0 CORRESPONDENCE AND INFORMATION ITEMS

14.1 Emails from members of the public outlining interest in focus groups and further questions forwarded to HDC

15.0 DATE OF NEXT MEETING – 7th February 2018

John Fullbrook
Clerk to the Council



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Deputy Clerk: Hazel Roxby

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