

Steyning Parish Council

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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

Tuesday 20th NOVEMBER 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 Steyning Parish Council. Members of the public are also advised that by attending a meeting of Steyning 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 Steyning 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** The Chairman will go through the list of actions and matters arising from the previous meeting that are not already being discussed on this Agenda.
- 6.0 NEXT POP-UP EVENT**
 - 6.1** To detail SNP members responsibilities leading up to the next pop-up event
 - 6.2** Discuss logistics as well as proposed further events for community engagement
- 7.0 NEIGHBOURHOOD PLAN SURVEY**
 - 7.1** To discuss progress made on the survey to date to include engaging with the younger social demographic and the feedback so far and especially from the school.



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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8.0 NEIGHBOURHOOD PLAN CONSULTANTS

- 8.1** To update on the agreement to proceed with Enplan and the next steps involved – Pre start meeting scheduled for the 22nd November 2018

9.0 LOCALITY

- 9.1** Report from Chairman on the agreement to proceed with Grant funding from SPC, and that the due diligence process is underway with SPC Clerk, with Council due a response by the 24th November

10.0 FINANCE

- 10.1** Update on current budget situation and to discuss proposed future expenditure

11.0 VISION STATEMENT

- 11.1** Draft Vision Statement Update, including survey report – Target Draft release date in December
11.2 Mail drop promotion - Report on agreed direction of Mail drop promotion from last workshop meeting
11.3 To discuss and agree the proposed updates for the Web site – Members to give feedback on draft proposal and updates

12.0 AECOM

- 12.1** Aecom are awaiting HDC feedback – update from RB

13.0 THE CALL FOR SITES

- 13.1** Update on list of interested parties so far and on feedback from Banner promotion and leaflet distribution

14.0 FOCUS GROUPS

- 14.1** Engagement via Mail drop, and the next popup event at school awaiting expressions of interest

15.0 ANY OTHER URGENT BUSINESS

16.0 CORRESPONDENCE AND INFORMATION ITEMS

17.0 DATE OF NEXT MEETING – 13th December 2018

John Fullbrook
Clerk to the Council



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