

Sunningwell Neighbourhood Plan
Steering Group – 1st Meeting - Agenda
Date and venue TBC

Steering Group Formation

Formation of SG should be ratified by full SPC. Therefore actions below are to confirm what will be presented to SPC for ratification:

- Steering Group Terms of Reference
- Membership of Steering Group
- Officers of Steering Group (Chair, Deputy, Secretary)

Anticipated future membership of Steering Group – skills & expertise needed

Interaction between Steering Group & Working Group Leads (are WG Leads full members of SG, or (just) (non-voting?) attendees at SG meetings?)

For discussion at Steering Group

The need for a distinction between Neighbourhood Plan Steering Group and SPC

Separate Neighbourhood Plan branding – for example see Appendix 1

Neighbourhood Plan section on SPC website

Neighbourhood Plan communications & publicity

Function of Steering Group

Update on Status of Working Groups

Membership of WGs - listing in Appendix 2 – consideration of sufficiency & viability, and any resulting actions.

Review of notes from initial WG meetings:

- Biodiversity – 16 Oct
- Footpaths – 21 Oct
- Heritage – 21 Oct
- Planning – 24 Oct
- Traffic – TBC