

# Sutton Poyntz Neighbourhood Plan Steering Group

Agenda for meeting 20<sup>th</sup> September 2016 to held at the Duck Bar, Springhead Pub, Sutton Poyntz.

1. **Apologies**
2. **Minutes of Previous Meeting**
3. **Update on technical support and funding application**
4. **Outcome of borough council consultation on application for forum/area**
5. **First Consultation: to discuss**
  - a) latest version of newsletter/survey
  - b) arrangements and timing
  - c) Standard heading/branding and slogan
6. **To Consider draft Project Plan**
7. **To Appoint volunteers to:**
  - a) **Act as archivist for neighbourhood plan documentation**
  - b) **Draft a consultation summary**

Both roles will be ongoing throughout the process.

8. **Any Other Business**
9. **Date and Time of the Next Meeting**

To confirm the date and time of the next meeting as Tuesday 18<sup>th</sup> October at 7.30 p.m.