

Neighbourhood Plan – Inaugural Steering Committee Meeting

Thursday 20th October 2016 7pm Charing Parish Hall Station Road

Agenda

Welcome and Apologies

1 Consider and agree terms of reference (provided in advance of the meeting)

2 Appointment of Chair

3 Appointment of Secretary

4 Appointment of Treasurer

5 Appointment of Press Officer

6 Review of views expressed at the launch meetings (JB)

7 Plan over next few months (HB)

8 Importance of the workshops and methodology to be used

9 Volunteers to be a 'table facilitators' and guidance on role (JB)

10 Appointment of task groups

(1) Task and Finish Group to commence drafting the questionnaire

(2) Task Group to research number and type of new houses built in the parish over last 25 years

(3) Task Group to coordinate patch workers and verify sufficient in the right locations

(4) Task Group to undertake Internet research as needed

(5) Task Group to analyse completed questionnaires (probably quite a large group)

11 Recruitment of patch workers for areas with no volunteers

12 AOB