

**Neighbourhood Plan Steering Group Meeting Agenda**  
**Tuesday, 2<sup>nd</sup> March 2021, 6.00pm**  
**To be held virtually via Zoom**

1. Welcome & apologies for absence
2. To agree notes from the last meeting on 16<sup>th</sup> February 2021 (attached) & matters arising:
  - Item 3:
    - RH to look for 2018 consultation flyer and start date (completed)
    - RQ to draft Foreword (completed)
    - TS to finalise views photos
    - RQ to create map showing final views
    - RM to collate Local Green Spaces information
    - RM to work with TS to support paper on flooding
    - TS to organise Volunteer Group meeting for w/c 22<sup>nd</sup> Feb
    - RH to update reg. 14 consultee mailing list (in progress)
3. Review of progress:
  - Against overall timeline for each policy area & updated to do list (to follow)
  - Volunteer group actions / update from last VG meeting:
    - Views
    - Local Green Spaces
    - Community facilities
    - Flooding statement
4. Regulation 14 Consultation preparation:
  - Review pre-submission Plan (v.0.4.2 attached)
  - To confirm consultation start date
5. Date of next meeting:
  - Steering Group: TBC