

**Neighbourhood Plan Steering Group Meeting Agenda**  
**Tuesday, 16<sup>th</sup> February 2021, 6.00pm**  
**To be held virtually via Zoom**

1. Welcome & apologies for absence
2. To agree notes from the last meeting on 2<sup>nd</sup> February 2021 (attached) & matters arising:
  - Item 3:
    - RM to complete final review of About Yateley text
    - KB to circulate Local Green Spaces list (completed)
    - RH to contact Cllr. Spencer regarding VG update (completed)
    - RH to contact HDC for statutory consultee list and to follow up purdah rules with Monitoring Officer (both completed)
    - RQ / SB to provide comments to KB regarding items highlighted in v.5 of draft Plan
3. Review of progress:
  - Against overall timeline for each policy area & updated to do list (attached)
  - Volunteer group actions:
    - Views
    - Local Green Spaces
    - Community facilities
    - Flooding statement
  - To receive final Hart screening opinion (to follow, if available)
4. Regulation 14 Consultation preparation:
  - To agree non-statutory consultees (statutory consultee spreadsheet and guidance document attached) – see note below
  - Consultation methods: Survey Monkey, printed form on request etc
  - Publicity: NP & YTC websites, social media (on repeat), YTC newsletter, signs, YTC noticeboards
5. Date of next meeting:
  - Steering Group: suggested date 2<sup>nd</sup> March, 6.30pm

**Note:**

See <https://www.legislation.gov.uk/uksi/2012/637/schedule/1/made> for list of who to consult. HDC has provided a Word document populating some district contacts for the various consultees but we can add others.