

AGENDA

**Pulborough Parish Neighbourhood Plan
Steering Group Meeting
Wednesday 15th January 2014 10am
Committee Room, Sports Pavilion, Rectory Close, RH20 2AJ**

- 1. Notes of Previous Meeting**
To approve the notes of the previous meeting and all decisions noted therein.
- 2. Terms of Reference**
To discuss roles and responsibilities of Steering Group and its members. (Draft Terms of reference attached).
- 3. Register of Interests**
To discuss the register of interests. Copied to Members.
- 4. Budget**
 - AiRS contribution
 - Any other budget available.
 - Expenses Policy.
- 5. Project Approach**
To discuss the overall approach and agree priorities and next steps.
 - Establishing the scope of the Neighbourhood Plan
 - Setting up our project teams and structures
 - Collating and reviewing the existing information
 - Discussing our Communication and Consultation Strategy
 - Discussing our Public Meeting
- 6. Short-term publicity and communication considerations**
 - Stakeholders (both local and national)/Focus Group Members
 - Content on Parish Website including public index
 - Interim publicity
 - Local contacts
- 7. Administration**
To discuss project administration including Project Library and Risk Register
- 8. Any Other Business**
- 9. Date of Next Meetings (Evenings)**