

AGENDA

**Pulborough Parish Neighbourhood Plan
Steering Group Meeting
Tuesday 10th December 2013 10am
Committee Room, Sports Pavilion, Rectory Close, RH20 2AJ**

- 1. Welcome and Introductions**
- 2. Chairman**
To elect a Chairman of the Steering Group.
- 3. Constitution of Steering Group i.e. Terms of Reference, Quorum**
- 4. Register of Interests**
To note requirement for a Register for Steering Group and Forum Members and agree content.
- 5. Forum Group “themes”**
To discuss and agree the themes for the Forum Groups.
- 6. Administration**
To discuss and agree day to day procedures including:-
 - i. Where will minutes, agendas, updates, results of consultation displayed?
 - ii. Should Parish Council website be used?
 - iii. Branding
- 7. Time Table**
To receive a summary of key project summaries and durations (attached).
- 8. Public Meeting**
To discuss and agree the process and arrangements for a Public Meeting early in 2014.
- 9. Any Other Business**
- 10. Date of Next Meeting**