

## AGENDA

### GOLDHURST PARISH NEIGHBOURHOOD DEVELOPMENT PLAN GROUP (NPG)

Steering Committee (SC) Meeting: 2016/02

Monday Nov 7 2016 8 pm, Jessel Room

1. Apologies
2. Minutes of Meeting 2016/01 – Matters Arising
3. Jim Boot's Contract
4. Community 21 (<https://community21.org/>)
5. Budget 17/18
6. Progress Reports- Terms of Reference & Working Groups
7. Modus Operandi of the Questionnaire Working Group
8. Logo Design
9. Photographic Competition
10. Meeting governance
11. AOB

#### Matters Arising

#	Date Raised	Description	Owner(s)	Target Date
1	13/10/16	Create a specific email addresses should be created to support external questions and communication.	CB	7/11/16
2	13/10/16	Make contact with the proposed members .	CW,BS	7/11/16
3	13/10/16	Provide workgroup specific TOR documents and discuss these with the workgroup leads	CB	7/11/16
4	13/10/16	Organize a shared file structure with secure access and produce an information asset register	CB	7/11/16
5	13/10/16	Attend working group meeting to discuss the development of their TOR	CB	TBA
6	13/10/16	Social and aspirational working group initial meeting	VA	TBA
7	13/10/16	Update working group and steering group lists and distribute	CW	7/11/16
8	13/10/16	Discuss insurance and high-viz jackets for patch workers with Anthony Farnfield.	CB	7/11/16