STISTED NEIGHBOURHOOD PLAN

STEERING GROUP

Notes of meeting held 13th December 2017

Attendees:
Alan Moor (SPC)	AM
Alan Routledge	AR
Christine Marshall (SPC)	CM
Dave Willingham	DW
Jan Stobart (RCCE)	JS
Melissa Hewitt (SPC)	MH
Ruth Jubb	RJ

No.	Item	Action
1.0	**Introductions and apologies** i. All attendees introduced themselves and gave a brief outline of reasons for joining the group and particular interests. ii. There were no apologies.	
2.0	**Notes of NP meeting held 22 November 2017** No matters arising.	
3.0	**NP Area Designation** CM advised BDC will be approved shortly (BDC since confirmed on 15/12/2017).	
4.0	**Terms of Reference** Amendments were suggested to model TOR. Enquiries to be made for adding members to Parish Council insurance policy.	CM to update/issue for comment CM to arrange
4.1	**Code of Conduct** i. JS explained purpose of Code of Conduct as mentioned in model TOR. It was agreed those adopted by Stisted Parish Council will be amended for Steering Group suitability. ii. Declarations of Interest to be completed.	 CM to update for comment CM to issue
5.0	**Appointment of Steering Group Officers** Officers were agreed as follows: Chairman – Melissa Hewitt Secretary – Christine Marshall Financial Officer – Christine Marshall Communications – Dave Willingham Data Analysis – Alan Routledge Housing – Luke Cook Environment – Alan Routledge Officer descriptions to be drafted for comment.	 CM to draft / issue for comment
6.0	**About Stisted** Additional group to be considered to concentrate on introduction to the Neighbourhood Development Plan: Historic Stisted (Stisted Then and Now) RJ has considerable historic information about Stisted and MH referred to the library at Stisted Hall and also the	

	Guide to Stisted (contact Jenny Alderton). This will form the basis of the introduction to the NP.	MH to discuss with RJ
7.0	**Neighbourhood Plan examples** Copies of approved plans would be useful to give guidance to content and layout.	JS to provide suitable weblinks
8.0	**Dates of next meetings** i. Steering Group – 7.30pm Wednesday 17th January 2018 (agenda to focus on project plan timelines) ii. Steering Group – 7.30pm Wednesday 7th February 2018 (agenda items to include website, budget, grant process) iii. Open community meeting - 10.30am Saturday 24th February 2018 (to update on Project Plan and determine Topic Groups)	CM to organise CM to organise CM to organise

9.0	**Future SG agenda items:**
	    Research
	    Business involvement
	    Demographics: medical facilities	