

A G E N D A

South Woodham Ferrers Neighbourhood Plan Steering Group

For a Meeting on Monday 12 September 2016, at 7.00pm

**To be held in the Conference Room, Champions Manor Hall
Community Centre, Hullbridge Road, South Woodham Ferrers**

Attendees: An attendee list for record shall be completed at the meeting.

Members: Bentham (*Woodham Radars FC*), D Birch (*SWF Health and Social Care Group*), J Birch, Carlton, Fellows, Councillor Golding (*NPSG Finance and Town Council Liaison Officer and Woodville Ward Representative*), Hodson (*NPSG Secretary*), Hook, Councillor John (*Collingwood Ward Representative*), Lane, Newby (*William de Ferrers School*), Councillor O'Brien (*NPSG Vice Chairman and Elmwood Ward Representative*), Playfair-Moss (*South Woodham Evangelical Church*), Price (*NPSG Publicity Officer*), Rey, Councillor Shearring (*Chetwood Ward Representative*), S Wakeling and C Wakeling.

1. Apologies for absence

2. To consider the notes of the meeting held on 28 July 2016

3. Appointment of Officers

- Chair
- Vice chair

3. Terms of Reference/ Future Terms of Reference

Agree Draft Terms of Reference.

4. Project Plan

- Neighbourhood Plan Co-ordinator to introduce the Task sheet for the Project Plan.

5. Communication and Engagement Strategy and Action Plan

- Neighbourhood Plan Co-ordinator to introduce the Task sheet for the Communication and Engagement Strategy and Action Plan.

6. Discussion on Think Pads

- Content of those who have filled theirs out and also how to use something similar during times of community engagement.

7. Diversity of Steering Group

8. Local Plan Workshop

- Monday 19th September, 2.00pm-4.30pm

9. Date of the next meeting

- Proposed date of the next meeting Monday 10th October 2016 at 7:00pm. Also proposed that we meet every second Tuesday of each month.