
HORSTED KEYNES NEIGHBOURHOOD PLAN



STEERING GROUP MEETING

Date: Thursday 12th June

Time: at 7.30 p.m.

Venue: Martindale Centre, Station Road, Horsted Keynes

Members of the public are welcome and encouraged to attend.

7.30 p.m. to 8.00 p.m. - Open Forum

An opportunity to make comments and ask questions.

8.00 p.m. - Agenda:

1. Confirmation of election of Steering Group leader
2. Apologies for absence
3. Declarations of interest
4. Confirmation of election of Steering Group Secretary
5. Election of Steering Group Treasurer
6. To agree the structure of Neighbourhood Plan Steering Group meetings including:
 - a. Adoption of relevant sections of Parish Council Standing Orders
 - b. Frequency of meetings
 - c. Venue
 - d. Public involvement / open sessions
7. Background of the Neighbourhood Plan process within Horsted Keynes – Cllr. Mark Syrett
8. Review of the Village Plan
9. Review of the Neighbourhood Plan Survey results
10. Review and consider Neighbourhood Plan funding and resources
 - a. Funding currently available
 - b. Payment process to be adopted
 - c. Funding required including potential sources and what funds will be used for
 - d. Note financial limit of authority delegated by the Parish Council without prior reference to the Council
11. Agree project plan to progress the Neighbourhood Plan to completion and to note current position and remaining elements to be completed within the project plan
12. Review Area Coordinator role and identify areas within the Parish without Coordinator cover
13. Identify and allocate tasks resulting from all points above
14. Agree Steering Group reporting and communication channels
15. Date of next meeting