

**Sutton St. Nicholas Neighbourhood Development Plan Project Group
Meeting 02 December 2014
Sutton St. Nicholas Village Hall**

Agenda

- 1. Apologies for Absence**
To receive and approve apologies for absence
- 2. Receive, approve and sign minutes of meeting held on 30/09/2014**
- 3. Declarations of Interest**
To receive declarations of interest in respect of items on the agenda
- 4. Actions from last meeting – 11/11/2014**
Update on actions completed since the last meeting
- 5. Project plan review**
 - Budget spend/updates
 - Plan meeting with landowners, group attendance, preparation
 - Website development, keeping it up to date
 - Review/update group on evidence based summary (if applicable)
 - Questionnaire results, analysis of data (questions and comments)
 - Update on drafting the plan (if applicable)
- 6. Agenda items for the next meeting**
- 7. Dates for next meetings**