

Sutton St. Nicholas Neighbourhood Development Plan Project Group
Meeting 3rd June 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 07/05/2014**
- 3. Declarations of Interest**
To receive declarations of interest in respect of items on the agenda
- 4. Actions from last meeting – 07/05/2014**
Update on actions completed since the last meeting
- 5. Project plan review and update**
 - Follow-up of pending actions
 - Budget
 - Cost of map, presentation stand, roller banners
 - Use of consultants – who, what, when
 - How to advertise for local expertise
 - Evidence gathering – see project plan
- 6. Communication strategy update**
 - Follow-up of pending actions
 - Letter drop for the NDP newsletter – finalise text, agree how this will be done, assistance to do this
 - Plans for the fete – organisation, materials, attendance of the group, giving a consistent message, what we aim to achieve, how to collect information from the community etc
 - Considerations for attending/informing other community groups – who, when, where
- 7. Agenda items for the next meeting**
- 8. Dates for next meetings**