

# Tatsfield Parish Council



Clerk: *Samantha Head*

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**YOU ARE HEREBY SUMMONED TO A MEETING OF THE TATSFIELD NEIGHBOURHOOD PLAN STEERING GROUP, which will be held at the Parish Room in the Aileen McHugo Building, Westmore Green, Tatsfield on Monday 19<sup>th</sup> June 2017 at 8.00 p.m. when the following agenda will be discussed:**

**Samantha Head – Clerk**

**Signed** *Samantha Head*

**Issued on Tuesday 13th June 2017**

**MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND AND WILL BE ABLE TO PARTICIPATE DURING SHORT ADJOURNMENTS. IF THE BUSINESS OF THE MEETING RENDERS IT NECESSARY, THE COUNCIL MAY, BY RESOLUTION, ASK MEMBERS OF THE PUBLIC AND PRESS TO WITHDRAW**

## AGENDA

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST\* (relating to items on this agenda)**
3. **Agree and sign the MINUTES of the previous meeting held on 19<sup>th</sup> April 2017**
4. **Discuss and Agree:**
  - **update on Vision and Objectives**
  - **timing/forum for release and discussion wider community**
5. **a) Confirm:**
  - **the topic areas (and details) for research – James Garside**
  - **topic area research group leaders**
  - **allocation of committee members to each research group**

**b) Plan and engage actions for each research area**
6. **Neighbourhood Plan website**
7. **Outline the overall schedule**
8. **Communication plan – discuss approach and format for Vision and Objectives**
9. **Any other Business which the Chairman is of the opinion should be considered as a matter of urgency**
10. **Matters for Reporting or Inclusion in a Future Agenda**

\*“DECLARATIONS OF INTEREST – All Members present are required to declare, at this point in the meeting or as soon as possible thereafter:

- (i) any Disclosable Pecuniary Interests (DPIs) and / or
  - (ii) other interests arising under the Code of Conduct
- in respect of any item(s) of business being considered at the meeting. Anyone with a DPI must, unless a dispensation has been granted, withdraw from the meeting during consideration of the relevant item of business.”