

STEERING GROUP MEETING OF 19/1/15 7:30pm AT THE VILLAGE HALL

PRESENT: Flo Churchill (Critical Friend) Barry Armstrong, Maurice Stancombe, John Davis, Eileen Riden, Glen Hamilton, Jan Taylor, Elizabeth Elphick, Brian Jones, Brian Gray, Gordon Dent, Steve Vanns, Mark Lordon, Peter Coleman

The Clerk: Janet Burnett

1. **Recording** of meeting - None
2. **Apologies:** Pat Mason, Chris Smith, John Finch, John Reynolds, Stuart Walton
3. **Minutes** of meeting 15/12/14 were agreed
4. **Matters arising** - none
5. **Information Commissioners Office** form to be completed by Janet Burnett when name has been agreed.
6. **Letterhead agreed**, footer to be drafted by Flo Churchill and circulated
Name – Sutton Valence Neighbourhood Plan Group
7. **2014 MBC SHLAA update**
Barry Armstrong and Flo Churchill updated the meeting on the one site that has come forward to scrutiny from the latest Shlaa for recommendation to be included in the Local Plan – site is Brandys Bay for 40 homes.
8. **Statement of Community Involvement** was agreed
9. **Questionnaire**
Flo ran through the draft questionnaire and it was agreed that identifying questions should be on a separate sheet but that some information should be coded to identify certain aspects. Questions to be circulated to all members.
Stall at March Farmers meeting 21/3/14, questionnaire to be ready for this. 1500 to be printed.
Three groups to meet and go over questions and if necessary adapt
10. **Draft Communications Strategy** – Barry Armstrong reported and confirmed that the strategy will be circulated for comments over the next few days.
11. **NP Committee Meetings** to be set individually
12. **Any Other Business** - None
13. **Date of next meeting 11/2/15 7:30pm**
14. Meeting closed 20:55

A handwritten signature in black ink, appearing to read 'Janet Burnett'. The signature is written in a cursive style with a large initial 'J' and 'B'.

Janet Burnett 14th January 2015