DRAFT

**MINUTES OF THE CROOKHAM VILLAGE PARISH COUNCIL NEIGHBOURHOOD PLAN STEERING GROUP**

**Held on 28 Aug 14 in the Crookham Street Social Club**

**Present:**

Richard Eastment

Gary Whiteside

Judy Johnson

Apologies were received from Wendy Makepeace-Brown, Tina Collins and Kirsty Arnold.

**ITEM 1. Election of Chairman.** REastment was elected as Chairman of the SG

**ITEM 2. Election of Secretary.** J Johnson was elected as Secretary

**ITEM 3. Election of Treasurer.** W Makepeace-Brownewas elected as treasurer.

**ITEM 4. Adherence to CVPC Code of Conduct..** The SG agreed to be bound by the Code of Conduct. All members would have a copy **ACTION RE**

**ITEM 5. Terms of Reference.** The SG were briefed on the ToRs as agreed by CVPC Resolution and have been issued with individual copies. **ACTION RE**

**ITEM 7. Process and Project Plan.** The SG were briefed on the Strawman Project Plan and timescales. GW agreed to update the Plan and add information on workstreams. **ACTION GW**

**ITEM 8. Working Groups and Lead Members.** GW offered to identify possible WG streams. These will be circulated to the SG who will then agree who can lead each stream. **ACTION GW**

**ITEM 9. Agree working methods and meeting frequency.** The Group agreed to meet monthly. Each 3rd meeting would be a formal open meeting. The intervening meetings would be held as WGs. J J agreed to look at suitable dates. The most likely will be on Mondays 2 weeks after the CVPC meetings, subject to all members availability. **ACTION J J**

**ITEM 10. Agree key organisations and individuals to be consulted.** GW agreed to include this in the Project Plan for agreement at next meeting. . **ACTION GW**

**ITEM 11. Budget.** The Treasurer would produce a draft budget. We would agree discrete work packages for our consultant to maximise her impact. The budaget would be agreed by the SG and presented to the CVPC Finance Committee. **ACTION W M\_B**

**The meeting was closed at 2200.**