



**Kelsale-cum-Carlton Neighbourhood Plan**  
**Steering Group Meeting to be held on**  
**Wednesday 19<sup>th</sup> September 2018 at 7:00pm in**  
**Kelsale Village Hall, Committee Room**

**AGENDA**

1. To receive apologies for absence.
2. To receive Declarations of Interests.
3. To Approve the draft minutes of the Steering Group meeting held on Wednesday 22<sup>nd</sup> August 2018.
4. Matters arising from the Steering Group meeting held on Wednesday 22<sup>nd</sup> August 2018:
  - 4.1. Clerk to report on how to access funds to cover the costs of producing and printing the consultation questionnaire.
  - 4.2. Cllr Burslem to report on how a project plan will be developed going forward.
  - 4.3. Cllr Burslem to report on progress regarding gauging the interest of those members of the smaller working groups.
  - 4.4. Cllr Galloway to report on progress in securing a date for the next formal engagement event at the primary school.
5. Consent forms for non-council members of the Steering Group.
6. Decide objectives for the working groups.
7. Update from Cllr Galloway regarding contact with Historic England.
8. Discuss draft questionnaire presented by Gillian Benjamin as a basis for further work (attached below).
9. Any other business.
10. Date of next meeting to be agreed

Signed: *Elizabeth Flight*  
Clerk to Parish Council

Dated: 13<sup>th</sup> September 2018