



Dawlish Neighbourhood Plan Steering Group

Agenda

8 January 2015

Dear Member

You are hereby invited to attend a Meeting of the Dawlish Neighbourhood Plan Steering Group to be held at the Manor House, Dawlish on Wednesday, 14 January 2015 at 6.30 p.m.

Yours sincerely

Andrew McKenzie
Nominated Secretary

Cllr J Petherick (Interim Chairman)

Cllr Mrs P Bloomfield

Cllr H Clemens

Cllr Mrs M Lowther

Cllr Mrs R Prowse

Cllr Ms M Swift

Mrs C Ballard

Mrs C Marsh

Mr C Swanwick

Mrs F Tullis

Mr M Wrigley

Co-opted Member Mr J Simon

1. **Declarations of Interest** – Members are reminded that they should declare any interest in the items to be considered.
2. **Items requiring urgent attention** – to consider those items which, in the opinion of the Committee Chair, should be considered by the meeting as matter of urgency (if any). To be taken at the end of the meeting.
3. **The Freedom of Information Act 2000** deems that all information held by this Council should be freely available to the public unless it falls under one of 23 exemptions.
4. **The Data Protection Act 1998** precludes this Authority from publishing the names, addresses or other private information of individuals unless written permission is given by the individual for such details to be made public. Therefore, where necessary, personal details have been removed from the papers attached to ensure that information held is available but individuals are protected.
6. **Mobile telephones** please ensure that mobile phones are switched to 'silent' during the meeting to avoid disruption.
7. **Public Participation:**
Members of the public will be given an opportunity to address Members of the Steering Group present at this meeting regarding agenda items, at the discretion of the Chairman. Members of the public will also be given an opportunity to discuss Town Council activities not on the current agenda after the close of the meeting. The comments of members of the public and electors of the parish who speak before the start of the meeting or following the close of the meeting will not form part of the Minutes of the meeting.

AGENDA

PART I (Open to the Public and Press)

1. **Apologies for absence**
2. **Introductions**
3. **Signing and agreeing to the objectives of the Steering Group** – in accordance with the Terms of Reference of the Steering Group, Members are required to confirm their agreement with all the objectives set out in Section 3 of the Terms of Reference
4. **Nominations for Chairman and Vice Chairman** – the Steering Group shall nominate and recommend to Dawlish Town Council two Members of the Group to act as Chairman and Vice Chairman of the Group
5. **Appointment of Steering Group Secretary** – Members are required to nominate and approve the appointment of a person to act as Secretary to the Group
6. **Declarations of Interest**
7. **Matters of Urgency**
8. **Steering Group – Purpose** – to note the objectives and outcomes required of the Steering Group (attached)
9. **Project Plan and Timetable** – to note the Project Plan and Timetable (attached)
10. **Communication Strategy** – to note and agree to the draft Communication Strategy (attached)
11. **Community Engagement Strategy** – to note and agree to the Community Engagement Strategy (attached)
12. **Finance & Budget** – to consider the finances and budget of the Steering Group
13. **Tasks & Task Leaders** – to determine who will undertake what aspect of work related to the current stage of the Steering Group
14. **Date of next meeting(s)**