



EARLS COLNE NEIGHBOURHOOD PLAN PROJECT

Steering Group Meeting

7.00 pm to 9.00 pm Tuesday 5th February 2019

AGENDA

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|----|---|-----------------------------------|
| 1. | Introduction | Tony Calton |
| 2. | Brief overview of Steering Group tasks and responsibilities | Tony Calton |
| 3. | Creating our Project Timeline | Jan Stobart |
| 4. | Making our Formal Application | Jan Stobart |
| 5. | Task Groups | |
| | <ul style="list-style-type: none">• Overview of areas of activity and aims of each group• Organisation• Formation of groups and initial meetings | Jan Stobart
Tony Calton
All |
| 6. | Discussion on Communications | All |
| | <ul style="list-style-type: none">• Personal data protection and confidentiality• Document storage and access• Establishing and managing NP Website | |
| 7. | Date of next Steering Group Meeting | All |