

## **Tywardreath and Par Neighbourhood Plan Steering Group**

Monday 20<sup>th</sup> February 2017 at 7.15 pm at The New Inn, Tywardreath

### **AGENDA**

1. Apologies
2. Adoption of the minutes of Mon 6<sup>th</sup> Feb 2017
3. Matters arising for report only
4. Information and updates on:
  - Parish website, postings and personal details
  - Privacy
  - Code of Conduct
  - Good practice in community engagement
  - Focus Group Reports, Record-keeping, Dropbox
5. Funding DQ
6. Logo ED
7. Survey and NP Information Leaflet KR
8. Skills Matrix DQ
9. Community Engagement Focus Group:
  - report on activity (not covered elsewhere on agenda)
  - agreement on remit / terms of reference
  - membership
  - communication protocol
  - social media
  - budget
10. Project Planning
11. Members' Reports (at Chairman's discretion)
12. Date of next meeting and draft agenda

Alison White, Secretary

Tywardreath and Par Neighbourhood Plan Steering Group

Monday 13<sup>th</sup> February 2017

**Papers for discussion circulated by e mail and available on request.**

**Item 4** Information on code of conduct and good practice in community engagement

**Item 5** Funding Update

**Item 8** Skills Matrix

**Item 9** Focus Group report: Community Engagement

**Item 10** Example/s Project Planning