

**St Clement Parish Council**  
**Notice of Meeting of Neighbourhood Plan Steering Group to be held at 7.00pm**  
**on Wednesday 7<sup>th</sup> December 2016 at St Clement Parish Hall**

**Agenda**

**Present:**

- 1 Apologies**
- 2 To approve the notes of the previous meeting**
- 3 Matters arising**
  - a Actions from previous meetings – update/discussion**
    - Questionnaire update (HN)
    - Housing Needs survey (HN)
  - b Any other matters arising**  
Complete code of conduct forms
- 4 Grant Applications**
- 5 Planning matters/any other items for information**
- 6 Correspondence**  
Letter from Jo Honey to Colin Elliott relating to the questionnaire
- 7 To agree tasks for the next meeting**
- 8 To agree a date for the next meeting**

**Lesley Jones**  
**Secretary Neighbourhood Plan Steering Group**