

**AGENDA FOR THE MEETING OF THE NEIGHBOURHOOD PLAN SUB-COMMITTEE**  
**To be held at the Methodist Rooms on Monday 13 October at 7.30 pm**

1. Minutes of the previous meeting held on 30<sup>th</sup> September 2014
2. Matters arising
3. Handover to Steering Committee
  - i. Terms of Reference
  - ii. Membership of Steering Committee
  - iii. Code of Conduct
  - iv. Finance/funding & reporting requirements
4. Update on activities including Summer Competition, help available, information to be provided
5. Requirements:
  - i. Project planning
  - ii. Public involvement – next public meeting
  - iii. Communications (newsletter, group talks etc)
  - iv. Identification of scope of project and ratification by residents e.g.  
Site allocations  
Design/density/mix of housing/ disability access, protection of open spaces  
Infrastructure requirements – parking, surgery size, impact on schools, other issues as identified as having a major impact on life in Audlem  
Affordable housing – definition, identified requirements, various providers, how to maintain in perpetuity?  
Community Infrastructure Levy  
Any other aspects??
  - v. Need for focus
6. Discussion and allocation of roles and responsibilities (Brereton identified Leader, project manager, IT, finance, GIS, record keeper/admin, research, document/policy writers, communications/marketing)
7. Working group priorities (especially site allocations as this is time sensitive)
8. Next steps – including regularity of meetings