

**MEETING of the  
JOINT CROXTON and BRETENHAM & KILVERSTONE PARISH COUNCILS  
JOINT NEIGHBOURHOOD PLAN STEERING GROUP  
to be held at the  
KILVERSTONE ESTATE OFFICE  
on Wednesday 2 August 2017 at 1930**

**AGENDA**

- |     |  |             |                     |
|-----|--|-------------|---------------------|
| 1.  | Attendance   | Chairman    |                     |
| 2.  | Any Declared Matters of Urgent Business                  | Chairman    |                     |
| 3.  | Any Declarations of Interest                             | Chairman    |                     |
| 4.  | Minutes of last meeting (18 Jan 17)                      | Chairman    |                     |
| 5.  | Matters arising  | Chairman    |                     |
| 6.  | Overview of JNP preparation                              | Andrea Long |                     |
| 7.  | Agree draft JNP Policy and Character Documents           | Chairmen    |                     |
| 8.  | Agree Regulation 14 release date for Formal Consultation | Chairmen    |                     |
|     | a. Submittal to BDC                                      |             |                     |
| 9.  | Agree publicity for release:                             | Chairmen    |                     |
|     | a. Press Release   |             |                     |
|     | b. Leaflet drop  |             |                     |
|     | c. Web sites   |             |                     |
|     | d. Locations for hard copies                             |             |                     |
|     | e. List of consultees (148)                              |             |                     |
| 10. | Agree consultation feedback process                      | Chairmen    |                     |
|     | a. Number of hard copies required                        |             |                     |
|     | b. Which printer and cost                                |             |                     |
|     | c. Email versus hard copy                                |             |                     |
|     | d. End date for representations                          |             |                     |
| 11. | Funding position   | Councillors | Engwell/<br>Andrews |
| 12. | Way ahead and JNP Project Plan                           | Chairmen    |                     |
| 13. | Date of Next Meeting                                     | Chairman    |                     |