

Chichester Neighbourhood Plan

MEETING @ 6pm Monday 22nd November 2021

Assembly Room, The Council House, North Street,
Chichester, PO19 1LQ

AGENDA

1. **6.00pm** Welcome and introduction by Chair (Robin Hamilton).
2. **6.05pm** Steering Group Terms of Reference (copies attached). To make potential Steering Group members aware of the terms of reference as agreed by the City Council
3. **6.10pm** Recap on the immediate tasks, as agreed at the last meeting by the project advisor (Richard Eastham).
 - i. Analyse the PLACE results so far and begin to research policy development
 - ii. Organise and engage local people to complete the missing PLACE surveys
 - iii. Engage staff at specific schools to organise the worksheet task
4. **6.15pm** Presentation and/or verbal update from the SG Membership that kindly volunteered to take on the 3 x tasks above (approx. 10 mins each).
5. **6.55pm** Review of tasks, question/answer session, and agree where we take the work next (discussion to be led by Richard Eastham).
6. **7.05 pm** Future organisation of the SG moving forwards, including assignment of roles and responsibilities:
 - a. 5 x character types – Organiser, Researcher, Facts n' Stats, Engager, Presenter – (discussion to be led by Richard Eastham).
 - b. Assessment of secretarial function and resource
7. **7.30pm** Conclusion and agreement of next steps by Chair (Robin Hamilton).
8. **7.35pm** Meeting close