

**Allensmore Parish Council**  
**Neighbourhood Development Plan Steering Group**  
**Meeting 1, Monday 24<sup>th</sup> April 2017 8pm**  
**Pateshall Hall, Allensmore**

1. Introduction and Welcome
2. Apologies for absence
3. Appointment/confirmation of officers
4. Designation progress
5. Project Plan
  - a. Next stage detail
  - b. Outline to end of project
6. External consultants
  - a. Decision to go to tender
  - b. Tender process
7. Finances/Grant Applications
8. Communications
  - a. Within steering group
  - b. With Parish Council
  - c. With Parish at large
9. Items for next agenda
10. Future meeting dates
  - a. Proposed next meeting: Monday 22<sup>nd</sup> May 2017
  - b. Suggestion of third Monday every month