**Neighbourhood Plan Sub-Committee**

**Monday 11th May 2020 at 6:30pm**

**Attendees:**

**AGENDA**

1. **Opening including Public Forum**
2. **Mins of last meeting**
3. **Apologies**
4. **Terms of Reference**
5. **Overview of the Plan**
   1. **Review of actions from previous meeting**
6. **Ian Poole (NP consultant)**
7. **Grant**
   1. **Second stage of application email for all to review and confirm**
   2. **Submit to PC for approval**
   3. **Re submit grant application**
8. **Survey**
   1. **Community Action Suffolk (CAS) – contact Sarah Mortimer**
   2. **AECOM – Locality**
9. **Media**
   1. Notice board
   2. Post office leaflet service
   3. Communications: Social
   4. Communications: Online
10. **To Agree Date & Time of Next Meeting and on-going Frequency of Meetings**
11. **Items for Next Meeting**
12. **Allocated NP it was agreed to investigate this further**
13. **Close of Meeting**

H Davies

Helen Davies, Vice-Chair, Sproughton Neighbourhood Plan Sub-Committee