

**Walford NDP Steering Group Agenda**  
**for online meeting 3rd August 2021 7:30pm**  
**Meeting Link: [meet.google.com/zkp-itxx-fnd](https://meet.google.com/zkp-itxx-fnd)**

1. Apologies: - To accept apologies and note reasons for absence
2. Resignations: - To note the resignation of Fred Gibbs
3. Declarations: - To receive declarations of interest and consider written applications for dispensations.
4. To Elect a Chair
5. Minutes: - To approve the minutes of the previous NDP Committee meeting held on 28th May 2021
6. To appoint positions: -
  - 6.1. Secretary: - To take meeting notes and circulate to all SG members. Once approved to arrange publication of the notes.
  - 6.2. Finance Officer: - To take responsibility for planning, budgeting and monitoring expenditure on the plan and report back to the Parish Council. To assist the Clerk with grant funding applications.
  - 6.3. Correspondence coordinator: - To monitor the NDP email address, liaise with the correspondence WG on replies, keep a redacted log for publication, and give regular reports back to the SG
  - 6.4. Website coordinator: - To update the NDP website and issue newsletters
  - 6.5. Project Plan coordinator: - To update the project plan as the timeline evolves, identify timescale or cost implications and provide reports back to the SG when changes occur.
  - 6.6. Mapping: - To produce map images, as required to complete the project, using Ordnance Survey and Government Open Data sources. This requires access to a GIS and some skill in compiling mapping data.
7. Correspondence WG: - Membership
8. NDP Process: - To receive an explanation of how the NDP process works
9. Questions: - To receive any questions from new members
10. Public Engagement: - To review presentation uptake and consider how to increase public awareness
11. Site Assessments: - Any new sites received
12. Instructions from WPC: - To discuss any instructions received from WPC

13. Q&A Session Preparations: - To consider ideas for the Q&A Session for Councillors on 11 August 2021
14. Project Plan: - To consider how the scheduled EGM on 8 Sept 2021 for Councillors to debate the Draft Plan affects the timeline.
15. Website: - Items for update
  - 15.1. NDP Committee to Steering Group
  - 15.2. Members
  - 15.3. FAQs (If Housing Figures confirmed)
16. Public participation session: - 3 minutes per person
17. Items to take forward to full council
18. Items for next agenda
19. To consider the date and venue of next meeting