AGENDA - MEETING 5.

STRETTON ON DUNSMORE PARISH COUNCIL

NEIGHBOURHOOD PLAN STEERING GROUP.

Date, Time and Location	Monday 24th August 2026 at 7.30pm in Stretton on Dunsmore Village Hall.
Invitees	Cllr Paul Gordon, Cllr Steve Smyth, Cllr Alan Abbey, Mrs. Carmel Hopkins, Mrs. Faith Matthews, Mr. Jeremy Cox, Mrs. Julia Thompson, Mrs. Christine Tickle and Mr. Rob Kennedy.
Secretary / Minute Taker	Cllr Alan Abbey
Chair	Mr. Jeremy Cox

The Neighbourhood Plan (NP) Steering Group has been established by the Parish Council to research and gather relevant information, and to lead public consultation activities, in order to produce a draft Neighbourhood Plan for submission to Rugby Borough Council and ultimately adoption.

The Steering Group is accountable to the Parish Council and must provide regular progress updates. Approval from the Parish Council is required prior to undertaking any public consultations, issuing notices, or incurring expenditure.

Number	Item
1.	**Apologies** To note the apologies of the members unable to attend this meeting.
2a.	**Minutes of the Meeting** To agree the minutes of the Neighbourhood Plan Steering Group held on 30th July 2026.
2b.	**Actions from the Minutes** To note any outstanding actions.
3.	**Communication and Engagement** a. To confirm progress/status/any issues with delivery of the questionnaire forms. b. Preparation for processing of completed forms and online submissions: when and how to start data analysis.
4.	**Project Plan** To consider the overall project plan, including target completion milestone and associated likely date. Suggested focus is the overall plan for the intended Neighbourhood Plan document: what will go into it, what is the high-level structure/contents list, how to agree that, and who will draft each section.
5.	**Date and Location of Next Meeting** To be agreed upon by the members.

STRETTON ON DUNSMORE PARISH COUNCIL

PARISH CLERK – HELEN STEWART

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