

CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

Council Meeting 3rd February 2015

Ref: Parish Plan Steering Committee

The first meeting of the Steering Committee will be held at 7.30pm Monday 23rd February 2015 in the meeting room at The Hub.

The meeting would initially be chaired by the Parish Council Chairman until the Steering Committee elects the Chairman (a non-Councillor).

The Steering Committee will comprise three council representatives and 12 residents. The group will be able to call on other people or organisations for assistance as the needs of the project dictate.

The Steering Committee will be elected by those who expressed an interest in being on it.

Steps to be met prior to holding the meeting:

1. Those residents wishing to be a member of the Steering Committee are requested to provide a statement (max 150 words) about what you would contribute, by **Friday 6th February 2015**.
2. The statements and ballot paper will be circulated with instructions, on **Monday 9th February 2015**.
3. Ballot papers to be returned to the Parish Clerk by **Friday 13th February 2015**.
This can be done electronically or in person.
4. The results of the election will be circulated on **Monday 16th February 2015**
5. Agenda and draft terms of reference to be issued **18th February 2015**.
6. Meeting **7.30pm Monday 23rd February 2015** (Where a chairperson and secretary will be elected from amongst the members).

In the event that there are 12 or less names on the ballot paper, all Candidates will be automatically elected

It is

Recommended that the Council appoints three representatives to the Steering Committee.