

Neighbourhood Plan Steering Group Weston on the Green

Meeting Protocol

The progress of the Neighbourhood Plan is meant to be iterative. Hence too many formal rules could close down useful discussion. For the purpose of open and considerate discussion, the following Meeting Protocol is proposed:

1. The Chair will set an Agenda that will include items requested by the Steering Group and/or by villagers.
2. Meetings are open to members of the public who will sign in with an option to include their email account. They will then be added to the circulation list for all Minutes/Action Lists.
3. When rising to speak, members of the public are requested to identify themselves and association with the village.
4. Members of the public will be invited to raise questions after each agenda item. If the query requires in-depth and lengthy discussion, it will be referred to the appropriate sub-committee for fuller discussion and analysis. The item will be added to the agenda of the next meeting.
5. The Chair reserves the right to close discussion on a given topic after an appropriate time.
6. Members of the Steering Group and the general public will be expected to follow the Code of Conduct.