

Date:	26 March 2014	Stage:	Stage 1a – Introduction Newsletter
Period From:	12 March 2014	Period To:	26 March 2014
Completed During Period:			
Neighbourhood Plan Steering Group (NPSG) held steering group meeting on 26/03/14 attended by:			
<ul style="list-style-type: none"> • David Munden (Chair) • Andy Elliot (apologies) • Richard Whiffin (Funding) • Wendy Grierson 		<ul style="list-style-type: none"> • Kevin Eales (Secretary) • Trevor Howard • Charles Down • Paula Simmons 	
Matters Arising			
<ul style="list-style-type: none"> • Update on Local Plan: <ul style="list-style-type: none"> ○ TDC: Require Memorandum of Agreement between APC/TDC/NATC to be agreed at next APC • Outline “Communication plan” agreed as below: <ul style="list-style-type: none"> ○ Stage 1a – Introduction Newsletter - Agreed, small changes to be made before print run. ○ Stage 1b – Community Workshop - Expected to be May – Content of boards to be decided - DM & RW to meet to outline ideas (4th April) ○ Stage 1c – Questionnaire - Generated from Community Workshop • Investigate potential "consultant" to work with and support us – decision deferred • Update TDC on APC NP progress – Meeting between Alex Lessware (AL), RW & KE held on 26th March Key points reported from meeting: <ul style="list-style-type: none"> ○ TDC expected Local Plan approval at extraordinary Full Council in the Summer ○ NA3 BOUNDARY: NATC has two options: COLLABORATION with APC or NA3 FULL INCLUSION in NATC NP - either acceptable to APC ○ KE presented HL Reports 1&2 to AL – AL accepted good progress being made ○ AL reviewed Draft Newsletter and endorsed the staged approach to communications. TDC would not attend Community Workshop ○ AL confirmed that c £1,300 available once MoA agreed and NA3 boundary confirmed ○ AL presented a) Funding paper b) FEES and CHARGES for additional services c) Funding application exemplar d) Very high level Outline plan [<i>Note: not very useful, other than we had proceed from Phase 1 to Phase 2</i>] • DM advised that Lymptstone have an adopted Neighbourhood Plan and this was noted. 			
Documents received:			
<ul style="list-style-type: none"> • AL documents as above • Parishes Online annual licence obtained @ £28 • Ordnance Survey Public Sector Mapping Agreement (PSMA) obtained – no cost • Housing Needs Survey – Noted that this is being distributed by the PC to all households [<i>Note: To be returned by 20th April to Community Council of Devon and administered and analysed independently</i>] 			
Actual or Potential Issues:			
<ul style="list-style-type: none"> • Up to date maps required – KE to contact ALEX LESSWARE – Closed, in favour of Parishes Online 			

Due for Completion Next Period:	
<ul style="list-style-type: none"> • Newsletter – to be finalised (KE) in readiness for Community Workshop 	
<ul style="list-style-type: none"> • Community Workshop board(s) - Draft wording to be completed – 04/03/2014 	
<ul style="list-style-type: none"> • Next NPSG meeting is 09/03/2014 7:00pm 	
Budget and Schedule Impact of Changes:	
<ul style="list-style-type: none"> • Funding required to print Newsletter [Note. Since meeting quote received for £200 for 800 copies] • Funding required for Parish Online Registration: £20; Annual Subscription £28 • Funding from TDC – AL agreed £1 per elector c £1,300 was available. 	
Signed:	<i>Kevin Gales</i>