

Date:	9 April 2014	Stage:	Stage 1b – Community Workshop
Period From:	26 March 2014	Period To:	9 April 2014
Completed During Period:			
Neighbourhood Plan Steering Group (NPSG) held steering group meeting on 09/04/14 attended by:			
<ul style="list-style-type: none"> • David Munden (Chair) • Andy Elliot (apology) • Richard Whiffin (Funding) • Wendy Grierson 		<ul style="list-style-type: none"> • Kevin Eales (Secretary) • Trevor Howard (apology) • 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 agreed by APC • Outline “Communication plan” agreed as below: <ul style="list-style-type: none"> ○ Stage 1a – Introduction Newsletter - Completed. ○ Stage 1b – Community Workshop - Content of boards discussed <ul style="list-style-type: none"> ▪ RW & WG to refining board ▪ To approach TDC design team to further develop ▪ Community workshop to be held in parish rooms ▪ Presentation aspects of workshop discussed and to be agreed once boards available ○ Stage 1c – Questionnaire – To be generated from Community Workshop ○ Funding – see below 			
Documents received:			
<ul style="list-style-type: none"> • Newsletter signed off, subject to the agreed cosmetic changes 			
Actual or Potential Issues:			
<ul style="list-style-type: none"> • Cost of TDC design team unknown 			
Due for Completion Next Period:			
<ul style="list-style-type: none"> • Community Workshop board(s) – Improved drafts (TDC) to be presented at next meeting • Newsletter – final version • Next NPSG meeting is 23/04/2014 7:00pm 			
Budget and Schedule Impact of Changes:			
<ul style="list-style-type: none"> • Funding required to print Newsletter - Confirmed @ £216 • Funding from TDC – Agreed £1 per elector c £1,300 is available. <i>[Note: RW advised the APC being given special treatment as elector based NP funds are being directed to TDC Planning team and away from Parish/Town Councils.]</i> 			
Signed:			