

Date:	14 May 2014	Stage:	Stage 1b – Community Workshop
Period From:	9 April 2014	Period To:	14 May 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 (Resigned) • Richard Whiffin (Funding) • Wendy Grierson • 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"> ○ Local Plan has been adopted • Outline “Communication plan” agreed as below: <ul style="list-style-type: none"> ○ Stage 1a – Introduction Newsletter: <ul style="list-style-type: none"> ▪ Workshop dates confirmed - flyer to be updated ▪ Fri 20th June 7-9pm; Sat 21st June 10am - 4pm; Location – Parish Rooms ▪ Bellottis agreed to distribute through AbbTalk channels – Cost approx. £30 ○ Stage 1b – Community Workshop: <ul style="list-style-type: none"> ▪ First draft of workshop board layouts presented ▪ KE noted refinements and to produce 2nd draft ▪ WG to contact Alex Lessware TDC to secure design resource ○ Stage 1c – Questionnaire – To be generated from Community Workshop 			
Documents received:			
<ul style="list-style-type: none"> • Community Engagement Workshop Boards PDF 			
Actual or Potential Issues:			
<ul style="list-style-type: none"> • Cost of TDC design resource unknown • Replacement for Andy to be found by DM 			
Due for Completion Next Period:			
<ul style="list-style-type: none"> • Community Workshop board(s) – final version to be agreed (via email) • Newsletter – version to publish to be sent to DM • Next NPSG meeting is 18/06/2014 7:00pm – final arrangements for the event. 			
Budget and Schedule Impact of Changes:			
<ul style="list-style-type: none"> • Funding formally agreed by TDC subject to MoA signed. • Receipt of money from TDC to PC to be confirmed. 			
Signed:	<i>Kevin Eales</i>		