**NEIGHBOURHOOD DEVELOPMENT PLAN WORKING GROUP**

**HELD IN THE COUNCIL CHAMBER ON THURSDAY 21ST SEPTEMBER 2017 AT 6.30PM**

**Present:**

Cllr Mrs Jan Blair (Chair)

Cllr Eoghan Kelly

Cllr Steven Leigh

Mr Martin Parkes (Devon Communities Together)

**1. Apologies for absence**:

Cllr Martyn Evans

The meeting was chaired by Cllr Mrs Blair.

**2. Minutes from Previous Meeting**

These were not available at the meeting to consider. To be approved at the next meeting.

**3. Support - Devon Communities Together**

Mr Parkes described a variety of services available from Devon Communities Together. Some of these services were free and some were not. Currently there is Government Funding available up to £9,000 and the deadline for applications is 31st December 2017, with awarded grant funding to be spent by 31st March 2018. There is a one-month delay between application and receipt of monies.

**4. Terms of Reference**

The group undertook a brief review of progress with the Terms of Reference. Cllr Jan Blair will meet with the Town Clerk to review the Terms of Reference for consideration before issuing to Council for approval.

**5. Grant Funding Application**

The group inspected the grant application form and discussed what further information was required in order to submit an application. A follow-up meeting will be held to consider this in more detail.

**6. Neighbourhood Plan – Project Planner**

The group discussed and made a start with a Project Plan, noting the next steps. Further work is required on this.

The group considered effective methods to recruit and form a steering group, to include Councillors and Residents.

**7. Actions**

i) To approve the previous minutes at the next meeting.

ii) Cllr Jan Blair to meet with the Town Clerk to review the Terms of Reference.

iii) A follow-up meeting to be arranged to consider the grant funding application in more detail.

**8. AOB**

It was agreed to re-name the group as ‘the Neighbourhood Development Plan Working Group’, as the adjective ‘steering’ is usually reserved for the combined Councillor/Resident group that will be formed to create the Neighbourhood Plan.

**9. Date of Next Meeting**

Provisionally arranged for Monday 25th September 2017.