**NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY**

**HELD AT THE BELL INN ON TUESDAY 3RD OCTOBER 2017 AT 6.00PM**

**Present:**

Cllr Mrs Jan Blair (Chair)

Cllr Martyn Evans

Cllr Eoghan Kelly

Cllr Steven Leigh

The meeting was chaired by Cllr Mrs Blair.

**1. Apologies for absence**:

None received.

**2. Minutes of Previous Meeting**

The minutes of the previous meeting were not discussed.

**3. Creation of a Neighbourhood Development Plan Steering Group**

Following approval by the Town Council’s Planning Committee of the proposed Terms of Reference, the group met at the first available opportunity to consider the creation of the Steering Group, in particular how to engage the local community.

Various strategies were considered, such as a direct approach to organisations/individuals, holding an event day etc. Consensus was that a speedy, inclusive approach was needed.

It was decided to develop and produce an advertising leaflet that would provide information and invite engagement. This will be displayed on notice boards, online, in windows and waiting rooms etc across the whole of the designated area and in the local press. Copies will be made available in multiple outlets for residents to take away, study, and if able, to register an interest to serve on either the Steering Group or a ‘Task and Complete’ Group.

Once data is gathered (target: last week in October) we will ask those interested in serving on the Steering Group to complete a more detailed document outlining their skills and interests. In the event of a surplus to requirements this information can be used to recruit a balanced representation across the community.

**3. Notes & Actions**

i) Cllr Martyn Evans to draft a leaflet along the lines of the discussion.

ii) Cllr Steven Leigh to prepare a document for potential Steering Group volunteers to complete

iii) Cllr Eoghan Kelly to sound out potential sites for leaflet display/pick-up.

iv) Cllr Jan Blair to provide additional support where needed.

**4. AOB**

 None raised.

**5. Date of Next Meeting**

 TBC.