ALVINGTON NEIGHBOUROOD DEVELOPMENT PLAN Minutes of the steering group meeting held on Monday 21st March 2016

PRESENT: Cllr. Gary Collier Gail Wood

Alec Davis John Wood

Verlie Eagles Kate Baugh (GRCC)

Kate Baugh (GRCC) Andrew Maliphant (Parish Clerk)

	Item	Notes	Action
1	Apologies for absence	Apologies were received from Keith Albon, Chris Shill, John Stinchcombe, Gail Thompson, Jay Walsh and Bobby Wintour	
2	Declarations of interest	None	
3	Introduction	 KB summarised the work of preparing a neighbourhood development plan (NDP): Need to gather up to date and pertinent hard evidence to support plan policies Also need a local landscape character assessment Need list of all local organisations ("stakeholders") incl. businesses, landowners, nearby parishes The first public session will be to identify local issues Regular consultation will be needed to check the plan as it develops Background publicity is needed in advance of the final referendum, as the more local votes the greater the plan's credibility A chair is needed to be responsible for meeting agendas, to ensure actions are identified and take place, and that the plan timetable is followed (supported by a vice chair) A secretary is needed to keep everyone informed, take minutes, and ensure all the evidence is filed securely (this could be two people) A treasurer is need to keep the work within the plan budget The steering group process will take 18 – 24 months, with a further 6-8 months after the final draft had been handed to the District Council 	

4	Procedure	 AD was thanked for bringing a copy of the conservation area character assessment for Alvington and other usable documents. A number of regular actions were agreed in advance of written terms of reference: The parish council as "qualifying body" to have the NDP as a monthly agenda item Meeting minutes to be send to the whole parish council NDP evidence and feedback from consultations to be posted on the parish council website All documents to have dates and/or document versions 	AM
5	Next steps	 GC as voluntary chair to produce a calendar for the next 12 months GC to prepare a list of local farms AM to ask group members about secretary & vice chair roles AM as parish clerk to act as treasurer Grant for NDP work to be applied for in April District Council to be asked for two large scale maps of the parish 	GC GC AM AM AM/KB
6	Next meeting	The next steering group meeting will be held on Monday 18 th April from 2 pm in the village hall, agenda to include: • Adopt terms of reference • Check stakeholders list • Set budget • Character assessment tasks • Communication strategy, with simple subheading for publicity fliers	