

		AD was thanked for bringing a copy of the conservation area character assessment for Alvington and other usable documents.	
4	Procedure	<p>A number of regular actions were agreed in advance of written terms of reference:</p> <ul style="list-style-type: none"> • 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	<p>These actions were agreed:</p> <ul style="list-style-type: none"> • 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 AM
6	Next meeting	<p>The next steering group meeting will be held on Monday 18th April from 2 pm in the village hall, agenda to include:</p> <ul style="list-style-type: none"> • Adopt terms of reference • Check stakeholders list • Set budget • Character assessment tasks • Communication strategy, with simple subheading for publicity fliers 	