**Market Drayton Neighbourhood Plan**

**Steering Group Management Meeting 25th November 2015**

**Attendees:** Julie Jones, Richard Priestley, Peter Wilson

**Actions**

Draft revised timeline Dec 15 to Jan 17 – copy in CG **PW**

Print documents from BOX (Reading) for SGM meeting 2nd December 2015 **PW** (Jane)

Arrange for meeting with Data Orchard to brief SGM on shape of data analysis and the format of the report, provide explanations and understandings of processes for next steps – Provisional 9th December pm **PW**

Next SG meeting for briefing update – Provisional 20th January 2016 12pm

**JJ** to review original DO quote for any potential additional cost

Ongoing Survey Promotion – Wednesday 2nd (market), Wednesday 9th (FD), Wednesday 16th (market)

**JJ** to arrange market stall, **PW** to contact FD

Populate website with **Neighbourhood Plan** info – link to Survey to be more prominent

Press updates **JJ**

 Holding email update to SG members **PW**

**JJ** – MDTC members update – March/April 2016

**JJ** to email Adderley re-boundary issue

Norton-in Hales sending rep to next meeting

**JJ** to arrange meeting with SC (Andy Mortimer)

**Other relevant notes:**

Shropshire Council Big Conversation timing not good – Survey overkill

Co-operation with others – Loggerheads PC, Stoke on Tern PC re-best practice

Festival of Lights Event – Positive feedback

Post code issues with Royal Mail – **HA** to follow up