**Market Drayton Town Council Neighbourhood Plan Steering Group**

 **Meeting at 2.30pm on Wednesday 15th April 2015 at Halletec Environmental Ltd 52 Cheshire Street**

**Items for Discussion**

1. Formal Approval of Statement of Intent Document v6 - enclosed
2. Report on meeting held with Shifnal Neighbourhood Plan Steering Group (24-03-15)
3. Report on meeting held with Shropshire Council Planning staff (26-03-15)
4. Neighbourhood Plan Roadmap Guide & Worksheets

Worksheet 1 – Making the decision to prepare a Neighbourhood Plan – **Actioned**

Worksheet 2 – Neighbourhood Area – **Actioned**

Worksheet 3 – Neighbourhood Forum – **Not applicable**

Worksheet 4 – Community Engagement & Involvement – **See item 5 below**

Worksheet 5 – Building the Evidence Base

Worksheet 6 – Writing the Neighbourhood Plan

Worksheet 7 – Submitting the Plan

Worksheet 8 – Delivery of the Neighbourhood Plan

1. Next Steps – Community & Engagement Involvement Programme (first draft for discussion attached)
2. AOB
3. Date & Time of Next Meeting