**Market Drayton Neighbourhood Plan Steering Group Meeting Notes**

**Date of Meeting:** Wednesday 12th August 2015

**Venue:** Town Council Chamber

**Attendees:** Richard Priestley (Chair), Cllr Roger Hughes, Julie Jones, Peter Wilson, Alastair Duncan (Halletec), Hamish Armytage (Drayton Messenger), Roy Tydeman (Adderley PC), Chris Gooding (Data Orchard), John Knight (Loggerheads PC)

**Apologies:** David Minnery, Val Brown, Lee Ridgway, Nicola Fisher

**Matters arising from previous meeting notes:**

Meeting to be arranged with Grove School Headmistress – **Action** **NF/RH**

Contact Liaison Officer/CO at Tern Hill Barracks re-invite to pre-Consultation Event **Action JJ**

Neighbourhood Plan Steering Group Draft Terms of Reference submitted for approval **Action PW/JJ**

Notes to be an agenda item for future meetings **Action PW**

On-line Survey Monkey link added to Business Questionnaire – Final version now with printers

**Pre-Consultation Event 9th September:**

Market Stalls 5th & 9th September and Festival Drayton Vernon Suite 9th September confirmed.

Rota of MDTC members in place to support Events – crib sheets required **Action JJ**

Chris Gooding to lead facilitator at Festival Drayton venue

**JK** advised that 2 volunteers from Loggerheads have offered support **Action JJ**

Extracts from the NP Statement of Intent to be on display at the Event (A3) **Action RP/PW**

Town Plan Photographs for display **Action AD/JJ**

Demographics & Key Facts for display **Action CG**

Press Release **Action JJ**

Loggerhead PC Magazine **Action JJ**

Drayton Crier facebook page **Action HA**

Update/Pointers from **NF**

Materials need to be prepared, clear, informative, and to be set up well in advance of start

 All facilitators to briefed and word perfect on what is a neighbourhood plan, why are we doing a neighbourhood plan, how will it benefit the town (all in simple clear language).

Recruit Neighbourhood Plan Champions on the day.

Sue Thomas and Nicki Young (Wem & Whitchurch Community Enablement Officers) have agreed to assist and the team can provide materials such as flip charts and prompt materials and A1 laminated maps.

Proposed Stations for Festival Drayton as previously circulated, reviewed and expanded (**see attached**)

**Items to be included for discussion at next meeting:**

* Outcome of Pre-consultation event on 9th September
* Data Orchard

**Date of next meeting** Wednesday 23rd September 10.00am in Town Council Chamber