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

 **Meeting at 2.30pm on Tuesday 19th May 2015 at Halletec Environmental Ltd 52 Cheshire Street**

**Items for Discussion**

1. Proposed Neighbourhood Plan Timeline – enclosed
* Seeking formal support from the meeting
* Subsequent Actions
1. Report on meeting with neighbouring parishes and subsequent discussion with Shropshire Council (JJ)
2. Report on meeting with Drayton Messenger (RH)
3. Business Engagement (PW)
4. Funding applications
5. 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 – **enclosed**

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 – June 2015 to August 2015 as per timeline
2. AOB
3. Date & Time of Next Meeting