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

**Meeting at 2.30pm on Wednesday 17th June 2015 at the Town Council Offices**

**Items for Discussion**

1. Neighbourhood Plan Timeline – attached
2. Outcome of discussions with neighbouring parishes and subsequent discussions with Shropshire Council (JJ)
3. Actions for September 2015 including the Drayton Messenger September issue - attached
4. Household and Business Questionnaire updates
5. Appointments re Planning Consultant, Questionnaire Collation/Analysis & Writer
6. Neighbourhood Plan Roadmap Guide & Worksheets
   1. Worksheet 1 – Making the decision to prepare a Neighbourhood Plan – **Actioned**
   2. Worksheet 2 – Neighbourhood Area – **Actioned**
   3. Worksheet 3 – Neighbourhood Forum – **Not applicable**
   4. Worksheet 4 – Community Engagement & Involvement – **Attached**
   5. Worksheet 5 – Building the Evidence Base
   6. Worksheet 6 – Writing the Neighbourhood Plan
   7. Worksheet 7 – Submitting the Plan
   8. Worksheet 8 – Delivery of the Neighbourhood Plan
7. Amendments to the SAMDEV
8. Next Steps – June 2015 to August 2015 as per timeline
9. AOB
10. Date & Time of Next Meeting