

**MINUTES OF THE MEMBURY NEIGHBOURHOOD PLAN STEERING GROUP
14TH MAY 2014 AT 4.00 PM AT THE MEETING PLACE.**

Present: A.Tasker, N.Yool, J.Wallace, Mrs. H.Pearse, Mrs. B. Griffin, B.Drew, Mrs S. Dare (part time) Consultant Stuart Todd

- 1. Apologies for Absence:** J. Watkins, J. Hawkes
- 2. The Planning Consultant, Stuart Todd,** is based in Taunton and works for the Local Authorities as a locality adviser and sub-contracted advisor. His colleague Paul Weston is also available to give help on presentation etc.

He explained that there was £7,000 available for the funding for the project which must be used before 31st December. Other parishes included in the Neighbourhood Plan for the Blackdown Hills, East Devon are:- Broadhembury, Cotleigh, Chardstock, Dunkeswell, Luppitt, Monkton, Stockland, Upottery and Yarcombe.

A guide has been sent out explaining the processes involved and the key presentation points. Speed was of the essence to get a survey ready for the launch event. Stuart also gave out details of the Blackdown Hills (East Devon) 10 Parish Plan - Milestones Summary and time scales.

It seems as though our Working Party was going into too much detail too soon regarding the points raised in the last Minutes. Overall we should let the villagers make their own key points and then take on board villagers' opinions although we should have our own guidelines to help discussions. Discussions then held on the best way to launch the project and what formats we could use.

- 3.** Stuart guided us through all the key issues and advised that we could add a reference in the Neighbourhood Plan (maybe as an appendix) to our Design Statement and Parish Appraisal.

Actions: To take on board any villager who could help with the project. Panels available and the Village Hall booked.

- 4. Summary:** It was a very helpful meeting and Stuart is available to give us any help and advice at any time.
- 5. Time Date and Place of Next Meeting:**
Wednesday, 21st May, 2014 at The Meeting Place at 4.00 p.m.