

Meeting Tuesday 11th April 2017

Each member of the PC was given a bound hard copy of the Draft Plan (which had been laid out by a designer). They have been given until next **Tuesday morning 18th April** to come back to David with their comments.

Their comments will be addressed and incorporated into a revised draft to be circulated to them on 1st May - one week ahead on the **PC meeting on the 8th May**.

The PC will hopefully ratify the NP at the meeting on 8th May - which will then **trigger the 6 weeks public consultation** which will start on Thursday 11th May.

On Wednesday we need to run through a list of action points following last night's meeting. It would be good if we can distribute some of the work between us.

Things we need to do:

1. Obtain from Neil the following:
 1. Wording for the couple of policy changes he has suggested
 2. Template letters for allocated site owners
 3. Template letters for green-space owners
 4. List of statutory bodies to be contacted prior to consultation period
 5. Template for Herald advert
2. Drafting meeting to make sure all changes are uploaded to draft Plan
3. Obtain detailed maps from Liz Taylor at SDC
4. Map drawing session to decide EXACTLY where all the lines need to be drawn and how much info we put on each map etc.
5. Finalise all site assessments
6. Do site assessments for green spaces
7. Get photos into the Plan
8. Publicity for consultation period to be drafted and circulated – leaflet drop, Parish website, notice boards etc.
9. Decide where copies of Plan need to be located, static display boards etc.
10. Draft response forms to be made available to public and interested bodies.
11. Executive summary of Plan (??)