

**NEIGHBOURHOOD DEVELOPMENT PLAN
STEERING GROUP**

**MINUTES OF THE MEETING
HELD ON WEDNESDAY 28 MARCH 2018 IN THE PARISH HALL**

Present: Mr K Hobday (Chairman), Mr N Claridge (Vice-Chairman)
Mr A Walker, Mrs C Walker, Cllrs J Begley, A Page, G Partridge and B Stratton

Members of Public: - 0

Secretary: Mrs June White

1. Election of Chairman

Mrs White proposed that Mr Hobday should be elected, seconded by Mr Walker. Mr Hobday agreed to stand for a year and there being no other nominations, the proposal was AGREED by all Members.

2. Election of Vice-Chairman

Cllr Page proposed that Mr Claridge should be elected, seconded by Mrs Walker. Mr Claridge agreed to stand for a year and there being no other nominations, the proposal was AGREED by all Members.

3. Election of Secretary

Cllr Stratton proposed that Mrs White should be elected, seconded by Cllr Begley. Mrs White agreed to stand for a year and there being no other nomination, the proposal was AGREED by all.

4. Apologies for Absence

Mr M Maher

5. Terms of Reference

Members resolved to adopt the Steering Group Terms of Reference

6. General Data Protection Regulations (GDPR)

All Members present agreed to and signed the Neighbourhood Development Plan Privacy Notice consent forms.

7. Questionnaire

- Members discussed changes to the questionnaire and changes were agreed.
- It was agreed that Mrs White would amend the questionnaire together with Cllr Stratton and then the amended version would be sent to all Steering Group Members for final approval.
- It was agreed that Cllr Stratton would provide a quote to Overstrand Parish Council to print £1,500 questionnaires at cost, to be considered at the next Full Council meeting. If Overstrand Parish Council accept and agree the quote, Cllr Stratton will arrange printing.
- Members agreed the questionnaire needed to go out as soon as possible and the closing date for the return of questionnaires would be 31 May 2018.
- Mr Hobday agreed to have a collection box for members of the public to drop the questionnaires into. Mr Stratton agreed to ask the Village Shop if they would have a collection box and Mrs White agreed that questionnaires could be returned to her address. Mrs White also agreed to collect any questionnaires from members of the public homes if they were unable to get out.

8. To Report any other Business

The Secretary agreed to email all Members a copy of the "How to Shape Where You Live: a guide to neighbourhood planning" booklet.

9. Date of next Meeting

To be arranged following receipt of questionnaires.

Meeting closed at 10.00pm

CHAIRMAN:
28.03.18

DATE:
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