**NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY**

**HELD IN THE COUNCIL CHAMBER ON THURSDAY 13TH JULY 2017 AT 6.00PM**

**Present:**

Cllr Mrs Jan Blair

Cllr Martyn Evans

Cllr Eoghan Kelly

Cllr Steven Leigh

**1. Apologies for absence**:

None received.

**2. Minutes of Previous Meeting**

The minutes of the previous meeting of 9th May were agreed as a true record of discussions.

**3. Terms of Reference – NDP Steering Group**

Members considered a number of examples of Terms of Reference for other NDP Groups, including Exminster, Morpeth and Bude Stratton.

The majority of the group felt it was important to be clear on what the NDP Steering Group could not do e.g. the constraints of the Teignbridge Local Plan.

Following discussions, it was agreed that the Steering Group should have a membership of between 10 – 12 people, of which approximately 4-5 should be Town Councillors.

The group discussed external membership (e.g. from within the community). It was suggested that the non-council members should be appointed from a broad range of interests: community action groups, business, health, education, church, sport & leisure, heritage etc.

**4. Actions**

i) Cllr Steven Leigh agreed to prepare a draft Terms of Reference suggesting some ‘rules’ etc. for further consideration by the group.

**5. AOB**

 None raised.

**6. Date of Next Meeting**

Thursday 21st September at 6.30pm in the Council Chamber.