



# SIDMOUTH TOWN COUNCIL

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VAT Reg. No. 142 3103 24

7<sup>th</sup> April 2016

To: (Cllr. Louise Cole, Cllr. Michael Earthey, Cllr. Ian McKenzie-Edwards, Deirdre Hounsom, Claire Russell, Daniel Turner, Richard Thurlow, Graham Cooper, Janet Harding, Jeremy Woodward, Natalie Bentall, Michael Brittain)

For Information:

Neighbourhood Plan Officer, East Devon District Council

Town Clerk

Chairman of the Council

Dear Sir/Madam,

**Sid Valley Neighbourhood Plan Steering Group  
Thursday 14<sup>th</sup> April at 7.30pm**

The Steering Group meeting will be held in the Council Chamber, Woolcombe House, Sidmouth, to consider the matters detailed on the agenda below.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Chris Holland', written over a horizontal line.

**Christopher E Holland**  
Town Clerk

## A G E N D A

1. 7.30 pm Tim Spurway, Neighbourhood Plan Officer, East Devon District Council  
Explanation of a Neighbourhood Plan and its remit
2. 7.55 pm Questions for Tim Spurway
3. 8.00 pm Agreement of the Steering Group's Terms and Conditions
4. 8.05 pm Feedback from research Louise asked for at the end of last meeting

5. 8.15 pm Chair to give brief overview of Basecamp and how it will be used plus Steering Group website, Facebook and Twitter
6. 8.20 pm Discuss and Agree scope of the Sid Valley NP based on suggestions previously emailed and in hand outs
7. 8.45 pm Discuss and agree timeline for the first six months of the NP, decide and define very specific pieces of work and practical organisation that must be achieved during this initial phase. Timeline sent out prior to meeting
8. 9.30 pm Meeting ends