

**Notes of Neighbourhood Plan Working Party Meeting
Held on Wednesday 5 December 2018
At 8pm in Zebon Community Centre**

Present: Cllr. Julia Ambler (Chairman)
Cllr Indra Sinka
Cllr. Simon Ambler
Cllr. Peter Kenaghan
Cllr David Jackson
Tony Gower-Jones
Tina Collins

Apologies

Kerry Ten Kate, Richard Hellier, Sarah Callaghan, Carol Leversha

Review of Progress on Plan

There are just a few minor parts to complete, these should be finished by the end of this week.

Julia will confirm the proposed leaflet with Tony Clarke this week. Any proposed amendments are therefore needed urgently.

It was proposed that the consultation should start week beginning 7 January 2019. The dates of drop in discussions was proposed as w/c 14 January. The exact dates will be dependent upon availability of the Social Club and the Zebon Centre. The proposed closing date is 17 February 2019.

Discussion was held regarding the website and how best to amend the Parish Council website to incorporate an email address and the information required by the public. David agreed to create a form to enable residents to complete online. The results from this form would be able to be exported to a spreadsheet for easy analysis.

Printing of the leaflet. The meeting was informed that Tony Clarke will be organising the printing,