

**Lyonshall Neighbourhood Development Plan  
Steering group meeting 13<sup>th</sup> December 2016, Wildwood, 7.00pm.  
Present: Cllr Avery (Chair), R Addis, J Burgoyne, N Rowlatt, J Howard & Clerk R Bissell.**

**1. Apologies.**

There were no apologies

**2. Declarations of interest.**

Declarations of interest forms have been circulated to be completed for publication on the website. There were no declarations received.

**3. Minutes of meeting 1<sup>st</sup> December 2016.**

The minutes of the meeting on 1<sup>st</sup> December were previously circulated and were approved unanimously and signed.

**4. Housing survey.**

A first draft of the housing survey had been circulated. The group discussed and revised the detail to form a completed questionnaire. The clerk to format and forward to all for agreement and check address file list format. Mr Burgoyne offered to print envelopes. Mr Addis to check envelope supply. Printing to be arranged between group and Cllr Avery.

**5. Correspondence.**

There was no correspondence.

**6. A.O.B.**

Consultants will be invited to interview over the coming weeks. Clerk to invite Data Orchard to next meeting. All group members to think about and prepare interview questions before the meeting and circulate. Cllr Avery & Clerk to prepare finalised list of questions for circulation.

**7. To Agree date for next Steering group meeting.**

The next Lyonshall Neighbourhood Plan steering group meeting will be on **Tuesday 17<sup>th</sup> January 2017 at 7.00pm at Wildwood.**

Meeting closed 9.15pm.

Signed.....

Date.....