

Clifford Chambers and Milcote Neighbourhood Plan

Key points from meeting

Date: Mon 8 th February 2016	Venue: The Jubilee Hall	Time: 19:45 hrs
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Members		In Attendance	Associate Members		In Attendance
Pauline Newbury (Chair)	PN	Y	Shirley Acreman	SA	N
Chris Fox	CF	N	Sarah Crang	SG	N
Heather Frier	HF	N	Charmian Evans	CE	N
Les Moseley	LM	Y	Charles Goody	CG	N
Andy Oakes (Vice Chair)	AO	Y			
Nicky Stratton	NS	N	PC Representative:		
John Taylor	JT	Y	Stefan Buczacki	SB	Y

Subject	Action	By	When
Apologies for Absence	Apologies were received from Heather Frier, Nicky Stratton and Chris Fox. Stefan Buczacki stood in for Nicky Stratton as the representative Parish Council thereby making a quorum.	Noted	
Minutes of Last Meeting	The minutes of the meeting of the 11/01 were agreed and signed.	PN	08/02
	Items not covered on the Agenda: Contact is being made via Matthew Neal with Steering Group of Stratford Neighbourhood Plan.	PN	26/02
	Contact has been made with Quinton who have advised they will not be producing a Neighbourhood Plan due to lack of resource. Initial contact has been made with Mike Brain re Marston Sicca Neighbourhood Plan. Further meetings have been arranged.	Noted PN	 09/02
Progress Made Since Last Meeting	Flooding SB is in regular contact with Paul Rimen (Warwickshire County Council). Although currently there is nothing to report.	Noted	
	Transport and Travel CF has completed investigations and circulated comments via email - to be carried over to the next meeting. JT to offer CF support.	CF	29/02
	AO has contacted the WCC Highways regarding regulations around visual	Noted	

	<p>display/space - the findings of which have been passed to CF.</p> <p>Economy & Jobs PN has met with Paul Southern and Helen Loyd of the Garden Centre who have confirmed they are keen to support the work of the Steering Group.</p> <p>Website Waiting funding however email address, info@ccandm.org is now being used for all communication with the community.</p> <p>Sports & Leisure, Young People & Education, and Healthcare LM to support Sarah Crang with analysing clubs/societies who rent the Jubilee Hall.</p> <p>Housing, Land Use, Commercial Development, Heritage & Environment See Agenda item below.</p>	<p>Noted</p> <p>Noted</p> <p>LM</p>	<p>29/02</p>
Housing Needs Survey	<p>The covering letter and survey has been confirmed and sent to Sarah Brooke-Taylor (WRCC) for printing. Once printed the packs will be delivered to LM - it is anticipated they will be distributed to all residents and businesses week commencing 15/2.</p> <p>A flyer advising the community that Sarah will be attending the Parish Assembly on the 3rd March to be included in the Housing Needs Survey pack. AO has agreed to cover the cost of printing the flyer.</p>	<p>ALL</p> <p>AO</p>	<p>19/02</p> <p>15/02</p>
Funding	<p>The funding application (subject to due diligence) for £1,000 has been successful. SB to provide additional information regarding Parish Council bank details.</p>	<p>Noted</p> <p>SB</p>	<p>12/02</p>
Website	<p>Covered within Progress made since last meeting.</p>		
Project Plan	<p>A detailed project plan to be produced in accordance with the Terms of Reference.</p>	<p>CF</p>	<p>29/02</p>
Communication	<p>SA has furnished AO with log in details for the Clifford Chambers and Milcote Neighbourhood Plan Facebook account. However there is a possibility that the existing Facebook account will need to be deleted and a new one set up.</p> <p>The Steering Group should be mindful of the current challenges with Internet connection/speed within the parish as this could be raised as a concern at the Open Forum Events.</p>	<p>AO</p> <p>All</p>	<p>29/02</p>
Open Forum Events	<p>Minor amendments to be made to the</p>	<p>LM</p>	<p>15/02</p>

	<p>leaflet. Mike Hill to provide a quotation for printing as he is able to offer this service to the Group at a competitive price.</p> <p>Exhibition Boards - Eight boards plus accessories have been booked for all three events at no cost. LM and JT to collect and return.</p> <p>A rota to be drawn up to welcome visitors to the event - all visitors to be encouraged to complete the attendance sheet.</p> <p>A storyboard to be produced in the form of a slide deck outlining the Steering Group objectives, progress to date and timings. A 'who's who' display of the Steering Group including photographs to be created. All members to email AO a portrait photograph of themselves for this purpose. The storyboard and 'who's who' to be displayed by the entrance to the hall.</p> <p>Badges to be provided to members of the Steering Group as well as the Associated Members who have agreed to assist at the Events showing name and responsibility.</p> <p>In order to record numbers of people who have contributed their ideas v those who did not wish to, a notice to be displayed asking for people to tick whether they have contributed or not.</p> <p>Responses (under the headings provided) will be passed to SA for analysis.</p> <p>SA will provide the Steering Group with a report detailing this analysis. Content and format to be agreed.</p>	<p>LM/JT</p> <p>PN</p> <p>AO/PN</p> <p>ALL</p> <p>AO/PN</p> <p>PN</p> <p>SA</p>	<p>19/02</p> <p>19/02</p> <p>15/02</p> <p>26/02</p> <p>27,29/02</p> <p>17/03</p> <p>14/04</p>
Date of Next Meeting	Monday 29 th February, 19:45 in the Jubilee Hall	Noted	