

Clifford Chambers and Milcote Neighbourhood Plan

Key points from meeting

Date: Mon 9 th November 2015	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	Y	Charles Goody	CG	Y
Heather Frier	HF	Y			
Les Moseley	LM	Y			
Andy Oakes (Vice Chair)	AO	Y			
Nicky Stratton	NS	N			
John Taylor	JT	Y			

Subject	Action	By	When
Steering Group	Sarah Crang to be approached regarding assisting Heather with Young People and Education.	HF	09/11
Website	<p>It was agreed to set up an independent website for the Neighbourhood Plan as the Parish Council website is too basic for our needs.</p> <p>AO has registered ccandm.org with 1 and 1 (paid for by him) as they are the most suitable provider to accommodate our needs.</p> <p>A link will be set up within the website for the Steering Group to share information which will eliminate the use of Google Hangouts.</p> <p>Paul Caris has agreed to assist setting up the website.</p> <p>The cost will be £150 per year - agreement was given by all for AO to proceed once funding has been gained.</p> <p>It was suggested by CG that a RSS Feed be included.</p> <p>An email address will be set up 'info@ccandm.org' which will be used to communicate with the neighbourhood community.</p>	AO	31/12
Project Plan	<p>A draft project plan has been produced. The following amendments were made:</p> <p>Item 4. Change to 'Identify list of Residents and Landowners'.</p> <p>Item 7. Change to include Timetable for setting up the website.</p> <p>Item 8. Extend to end of February.</p>	CF	16/11

	Item 9. Extend to end of March Agreement was reached by all regarding Items 1 - 9 noting that downstream, the plan may well be adapted as to items and timescales.		
Funding	The following items were identified to be included in the first application for funding: Website development - Setting up of website and hosting - £150 set up costs. £50 hosting costs = £200 Venue hire - Hire of Village Hall for two open forum events - 2 x £85 = £170 Venue hire - Hire of Village Hall for 4 meetings x £15 = £60 Printing Costs - Printing of Consultation flyers - 250 flyers at £1.50 each = £375 Refreshments for consultation events - £150 Various stationery items - £500 Mileage - 100 miles at 45p per mile = £45 NS to action the Parish Council to seek funding for the period up to 31.03.16 as a matter of urgency.	NS	16/11
Open Forum Events	The Jubilee Hall has been provisionally booked for Wednesday 10th February, Wednesday 17th February, and Wednesday 24th February for the Consultation Events.	Noted	
Terms of Reference	Terms of Reference to be updated to cover agreed amendments.	AO	7/12
Communication	NS to produce an NP update and circulate to the team for comments (within a 24 hour period) prior to submission to Stefan Buczacki for inclusion in his Chairman's Notes which are printed in the Clifford News. It was noted that not everyone in the Parish receives a copy of the Clifford News so once email addresses are obtained for everyone in the parish an electronic copy will be circulated.	NS	Ongoing
Vice Chair	LM proposed and CF seconded a motion that AO is to take on the role of Vice Chair. Motion carried.	Noted	
Chair	LM proposed and AO seconded a motion that PN is to take on the role of Chair. Motion carried.	Noted	
Launch Event	To be discussed at next meeting	PN	09/11
Format for future meetings	It was agreed that the format for future meetings would include a brief update by each SC member detailing progress made.	Noted	
Date of Next Meeting	Monday 7 th December, 19:45 in the Jubilee Hall	Noted	