

Clifford Chambers and Milcote Neighbourhood Plan

Key points from meeting

Date: Sunday 11 th June 2017	Venue: The Jubilee Hall	Time: 1600 hrs
---	-------------------------	----------------

Members		In Attendance	Associate Members		In Attendance
Les Moseley(Chair)	LM	Y	Shirley Acreman	SA	N
Chris Fox	CF	Y	Sarah Crang	SG	N
Heather Frier	HF	Y	Charmian Evans	CE	N
Sue Marshall	SM	N			
Andy Oakes (Vice Chair)	AO	N			
John Taylor	JT	Y			
Charles Goody	CG	N			
John Gray	JG	Y			

Subject	Action	By	When
Apologies for Absence	Apologies were received from Andy Oakes, Sue Marshall and Charles Goody	Noted	
Minutes of Last Meeting	<p>The minutes of the meeting of the 30th May 2017 were agreed and signed</p> <p>Actions from previous minutes:</p> <p>LM to follow up possible consultants and obtain costs for development site assessments.</p> <p>Roles and Responsibilities: To be discussed and agreed at next meeting</p> <p>Website Plan: To be discussed at next meeting</p> <p>Community Consultation: Group to agree dates for public meeting and possible settlement boundaries at the next meeting.</p> <p>Amendment of Terms of Reference and Journey Section of Website: Term of Reference amended. Website amendment in progress</p>	<p>LM</p> <p>AO/LM/CF</p> <p>LM/AO</p> <p>AO</p>	<p>Completed See below</p> <p>Continuing See below</p> <p>Action complete See below</p> <p>Action complete</p> <p>continuing</p>
Appointment of Survey Consultant	Mr Neil Pearce of Avon Planning Services has agreed to assess the various proposed development sites for the		

	Steering Group. LM to manage this activity and report findings to the Group when available	LM	
Website Plan	CF in conjunction with LM has produced a revised project plan for the Neighbourhood Plan process which takes the project timescale out to December 2018. AO to replace the current version on the website and update the Journey section to match	AO	
SDC full Survey Report	<p>A draft of the full Survey Report as received from SDC on 9th June. The meeting discussed the draft report and decided to prepare a presentation of the results for public meetings on 28th June and 2nd July based on the Summary of Results section of the Report.</p> <p>The presentation to be prepared and presented by LM.</p> <p>A full review of the draft report to be carried out as soon as possible and any necessary changes advised to Simon Purfield at SDC</p>	LM ATO/LM	
Settlement Boundary	<p>There was considerable discussion on the subject of the settlement boundary for Clifford Chambers village and it was eventually agreed that two options for this boundary be put to the public meetings as part of the presentation of the key results of the Survey.</p> <p>A flyer to be prepared and distributed by email and by hand advising the dates of the public meetings as soon as possible</p>	LM/JT/AO	
Outstanding Actions	Roles and Responsibilities action from previous meeting was not discussed and is a continuing action (see above)	ALL	
Date of next meeting	TBA		